

BOARD OF SUPERVISORS

Brown County



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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Mike Fleck, Vice Chair

Dan Haefs, Dave Kaster, Norb Dantinne

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Tuesday, June 1, 2010

Approx. 5:30 p.m. (To follow Land Con mtg.)

Auditorium, UW Extension

1150 Bellevue Street

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Set date and time for regular meetings.
 - IV. Approve/Modify Minutes of the April 26, 2010.
1. Review minutes of:
 - a. Harbor Commission (April 12, 2010).
 - b. Planning Commission Board of Directors (February 3, 2010).
- Highway**
2. WI DOT Update
 3. Discussion and Possible Action re: WI Hwy 29 and Cty Rd EA connectivity determination options 1-4. *Held for one month.*
 4. Identify and Evaluate Cty Trunks running through municipalities.
 5. Budget to Actual-April 2010.
 6. Director's Report.

Fred Monique

7. Advance update.

Highway/Planning Commission

8. Updates on CTH GV (standing item).

Planning and Land Services

Land Information – No Agenda Items.

Planning Commission

9. Bay-Lake Regional Planning Commission:
 - a. Bay-Lakes Projects from the past 12-months.
 - b. Resolution re: Brown County to withdraw from the jurisdiction of the Bay-Lake Regional Planning Commission.
10. Budget Status Financial Report for April 2010.

Property Listing

11. 2009 Property Listing Annual Report.
12. GPS project/equipment update.
13. Budget Status Financial Report for April 2010.

Zoning

14. 2009 Annual Report.
15. Budget Status Financial Report for April 2010.

Port & Solid Waste

16. 2010 Port of Green Bay Strategic Plan – Request for Approval.
17. April Solid Waste Financial Report.
18. April Port Financial Report.
19. Resolution re: Change in Table of Organization Port and Solid Waste.
20. Director's Report.

UW-Extension

21. Report on results of 2009 USDA Household Food Security Survey of Brown County Food Pantry Users.
22. Budget Status Financial Report for April 2010.
23. Director's Report.

Other

24. Discussion re: Wind Turbines.
25. **Airport** – Budget Status Financial Report for April 2010.
26. **Register of Deeds** - Budget Status Financial Report for March & April 2010.

Other

27. Audit of bills.
28. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Word97/agendas/plandev/April26_2010.

**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, April 26, 2010 in the Auditorium of the AG & Extension Center, 1150 Bellevue Street, Green Bay, WI

Present: Norb Dantinne, Bernie Erickson, Mike Fleck, Dan Haefs, Dave Kaster
Also Present: Tom Hinz, Jayme Sellen, Fred Mohr, Tom Miller, Chuck Lamine, Bill Bosiacki, Cathy Williquette, Brian Lamers. Supervisors Clancy, Krueger, Schuller, Scray, Other Interested Parties and Media.

I. Call Meeting to Order.

The meeting was called to order by Senior Member Supervisor Haefs at 6:36 p.m.

II. Approve/Modify Agenda.

A motion was made by Supervisor Fleck and seconded by Supervisor Dantinne to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

III. Election of Chair.

A motion was made by Supervisor Fleck to nominate Supervisor Erickson as Chair of the Planning, Development and Transportation Committee.

Supervisor Erickson elected as Chair by unanimous ballot.

IV. Election of Vice Chair.

A motion was made by Supervisor Kaster to nominate Supervisor Fleck as Vice-Chair of the Planning, Development and Transportation Committee.

Supervisor Fleck elected as Vice-Chair by unanimous ballot.

V. Set date and time for regular meetings.

PD&T Committee meetings will be held the 4th Monday of the month following Land Conservation Sub committee at approximately 6:30 p.m. (November through April) and at approximately 7:30 p.m. (May through October).

VI. Approve/Modify Minutes of the March 22, 2010.

A motion was made by Supervisor Kaster and seconded by Supervisor Fleck to approve. Vote take. **MOTION CARRIED UNANIMOUSLY.**

1. Review minutes of:
 - a. Solid Waste Board (February 15, 2010).

A motion was made by Supervisor Dantine and seconded by Supervisor Kaster to receive and place on file. Vote take. MOTION CARRIED UNANIMOUSLY.

Communications

2. Communication from Supervisor Scray re: With fears of revenue from the State and Federal sources being cut, I am asking each Department Head to decide ahead of time where they could cut another 10%, if needed, while doing their budget process. This may include mandated services that department heads feel are not beneficial to County and the penalties are not severe. *Held for 30 days.*

A motion was made by Supervisor Fleck and seconded by Supervisor Dantine to receive and place on file. Vote take. MOTION CARRIED UNANIMOUSLY.

Register of Deeds

3. Budget Status Financial Report for January & February, 2010.

Register of Deeds Cathy Williquette stated that they were on target with the budget. She noted the resolution the committee signed last year with regards to a change in the recording fees from a per page to a flat fee made it all the way through both houses this year and passed the senate. With this, there will be a significant increase in recording fees for the Register of Deeds. The real estate activity is picking up as well.

A motion was made by Supervisor Fleck and seconded by Supervisor Dantine to receive and place on file. Vote take. MOTION CARRIED UNANIMOUSLY.

4. 2009 Annual Report.

Williquette referred to the information in the packet and briefly went over it with the committee. Referring to the \$1.8 million in fees transferred to the State in 2009, Dantine questioned what does the State do for their department. Williquette explained that on the transfer fees, even though they are collecting \$3 per \$1,000, the State gets 80% of the fee. Williquette answered that the State does nothing for their department. For the birth fees, they charge the customer \$20 and the department keeps \$7 out of it. She stated two years ago the State had taken a bump on the marriages and deaths as well because they saw how many they were selling and they were looking for revenue and their department was a good source for them to collect from. Dantine interjected that the State of Wisconsin gets almost \$2 million dollars a year out of that department for doing nothing and he felt that was not right. Williquette stated that when she started in 1979 it was 50/50 and then they increased it to 80/20.

Supervisor Haefs stated he had a general comment that applies to all Brown County Department Heads that were at the meeting. As stated before, things are tough out there, and what is happening is he had gotten a little distrustful of county government. It is surprising to him that the supervisors go through all the committee meetings and procedures and then find out that they had voted for budgets for years where people are getting \$54 a day for meal reimbursements. Supervisors have asked where they can cut or to tell them things they may not know and then all of the sudden he finds out he voted for budgets where people got over 2,000 hours of overtime. Haefs would like total honesty about these issues. When times are tough

where his constituents can't afford anything anymore, this upsets him. He felt that some department heads knew about the meal reimbursement wages and simply from the standpoint of not services the taxpayers because they didn't want to be the bad guy on the block refused to say it was ridiculous. Haefs felt this was not what staff is being paid for. Staff are being paid to come forward with honesty and tough decisions and to let the Board decide what is fair and what is not. A lot of these things come forward because someone just happens to find out about it. Ultimately we are working for the taxpayers and they do not have these luxuries. Meal reimbursements are systemic and he believes there is more of it and feels he is becoming quite cynic to the entire system.

A motion was made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. Vote take. MOTION CARRIED UNANIMOUSLY.

Highway

5. March 2010 - Budget to Actual Reports.

A motion was made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. Vote take. MOTION CARRIED UNANIMOUSLY.

6. Discussion and possible action re: WI Hwy 29 and Cty Rd EA connectivity determination options 1-4.

A motion was made by Supervisor Dantine and seconded by Supervisor Haefs to hold for 30 days. Vote take. MOTION CARRIED UNANIMOUSLY.

A motion was made by Supervisor Kaster and seconded by Supervisor Dantine to suspend the rules to have interested parties speak. Vote taken. MOTION CARRIED UNANIMOUSLY.

Frank Radosevich – 3761 Willow Road, Green Bay

7. Director's Report.

A motion was made by Supervisor and seconded by Supervisor to receive and place on file. Vote take. MOTION CARRIED UNANIMOUSLY.

Highway/Planning Commission

8. Updates on CTH GV (standing item).

A motion was made by Supervisor and seconded by Supervisor to receive and place on file. Vote take. MOTION CARRIED UNANIMOUSLY.

Planning and Land Services

Land Information – No Agenda Items.

Planning Commission

9. Budget Status Financial Report for February & March, 2010.

A motion was made by Supervisor Dantine and seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Property Listing

10. Budget Status Financial Report for February & March, 2010.

A motion was made by Supervisor Dantine and seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Zoning

11. Budget Status Financial Report for February & March, 2010.

A motion was made by Supervisor Fleck and seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. Resolution re: Authorizing an Application for a Lake Protection and Ordinance Development Grant from the Wisconsin Department of Natural Resources.

A motion was made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. Grant Application Review (#10-08): Lake Management Protection and Ordinance Development Grant.

A motion was made by Supervisor Dantine and seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Airport

14. Airport Marketing RFP Results/Approval.

A motion was made by Supervisor Fleck and seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

15. Airport Budget Status Financials for February 2010.

A motion was made by Supervisor Fleck and seconded by Supervisor Haefsto receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. Director's Report.

17. A closed session pursuant to sec. 19.85(1)(e), Wis. Stats., to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. -- Airport Gift Shop contract.

i. Enter into closed session.

ii. Return to regular order of business.

iii. No action taken.

Public Safety/Late Communication

18. Discussion re: Placement of Wind Turbines and the impact on Microwave Radio Links. *Referred from March County Board.*

Port & Solid Waste No agenda items.

UW-Extension No agenda items.

Other

19. Audit of bills.

A motion was made by Supervisor Fleck and seconded by Supervisor Haefs to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY.

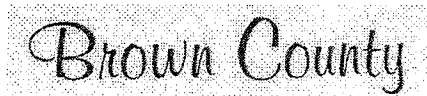
20. Such other matters as authorized by law.

Motion made by Supervisor Dantine and seconded by Supervisor Kaster to adjourn at 9:30 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

PORT AND SOLID WASTE DEPARTMENT



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CHARLES J. LARSCHEID

PORT AND SOLID WASTE DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **APRIL 12, 2010 2007**, 11:330am., at Holiday Inn – City Centre, Green Bay, WI. The meeting was officially called to order by President McKloskeyMcKloskey.at 11:30 am.

1) Roll Call:

Present: President Neil McKloskey
Commissioner Bill Martens
Commissioner John Hanitz
Commissioner John Gower
Commissioner Craig Dickman

Also Present: Charles Larscheid, Brown County Port & Solid Waste
Dean Haen, Brown County Port & Solid Waste
Jim VanLannen, Bay Lakes Regional Planning Commission

2. Approval/Modification – Meeting Agenda:

A motion was made by John Gower and seconded by John Hanitz to approve the agenda. Unanimously approved.

3. Approval/Modification – March 8, 2010 Meeting Minutes:

A motion to approve the March 8, 2010 meeting minutes as modified was made by John Gower and seconded by John Hanitz. Unanimously approved.

4. 2009 Economic Impact Report – Jim Van Laanen BLRPC

Jim Van Lannen, Bay-Lake Regional Planning Commission reviewed the 2009 draft Economic Impact Report., noting the economic impact went from \$75M to \$61M. Van Laanen explained that MARAD is a self-contained program using fixed data from 1999 and MARAD currently has no plans to update the program resulting is significant understatement of the Port's economic impact. The Commission strongly believes this information needs to be updated using 2009/2010 dollars. The Commission suggested Port staff contact MARAD regarding this issue and discuss the possibility of obtaining the base model or password. Staff stated Great Lakes Maritime Research Institute is doing a study on the economic impact of all Great Lakes ports, individually and collectively and the State is conducting an economic impact study through the Wisconsin Commercial Ports Association. Van Laanen noted the Port of Milwaukee is the only Wisconsin port not using the MARAD and instead does a hands-on survey. Although this option was discussed by the Harbor

Commission several years ago, it was not followed up on due to the expense involved. Van Laanen noted that although he updated the factors as allowed and there is a significant increase shown, he is not sure the numbers are valid. The Commission believes this data is important, however stated this data should not be considered a "finished" product until it is brought up to today's dollars and only at that time released to the public. Staff noted Green Bay is the only port on the Great Lakes that does an economic report annually. Staff will report back next meeting.

Van Laanen indicated he felt this model was not very sensitive and the numbers almost directly correlate to the decrease in tonnage. Most of the output is coming off the tonnage not actually the wage rates or economic conditions in the region. The Commission requested Bay-Lake Regional Planning Commission and the Port work on a plan to resolve this issue and in the interim only release tonnage information not economic impact data. The Commission would also like to see some trending data to rationalize a common year.

5. Strategic Plan Subcommittee – Update

The Strategic Plan was presented at the recent Port Symposium. An email requesting comments on the Strategic Plan was sent to all Symposium invitees. All comments received were positive with no negative comments noted. Gene Clark, UW-Sea Grant offered to help develop the marketing or beneficial reuse. The City of Green Bay expressed an interest in working together on waterfront planning. It was noted that photos were added to the document, the past plan's goals and objectives and the SWOT analysis were removed. The next subcommittee meeting is scheduled for April 26, 2010 at 11am at the Port & Solid Waste Department and a draft of the Strategic Plan should be available for the May meeting.

6. Participation in Marine Delivers – Request for Approval

At the Port Symposium, Ray Johnston, President of Chamber of Maritime Commerce, introduced Marine Delivers and the fact that the shipping industry on the Great Lakes has a public image issue and a lack of experience in delivering public information. Marine Delivers allows port & shipping industries to work together through a public relations firm in order to take a more active role in developing press releases regarding the Great Lakes. The Port of Green Bay is being asked for a two-year annual contribution of \$10,000. Staff also suggested membership in the Chamber of Maritime Commerce at \$1250 annually. Since the 2010 budget has already been approved, staff proposed cutting spending in several categories and efforts including; \$1000 port brochure, \$1250 advertisements for Seaway Review bi-annual, \$250 membership to Seaway Review, \$1000 promotional items, \$1000 from AGLP dues, \$1000 in miscellaneous, and \$500 international business consortium membership with the remaining balance of \$1750 gained through conscientious savings in other areas. The Commission felt any printed material should simply be used to direct people to the Port's website. The approximately 2000 remaining port brochures will be handed out at the Tall Ships Festival. Staff will confer with the County Executive for approval to transfer this money from other accounts.

A motion to approve the participation in Marine Delivers and membership in Chamber of Maritime Commerce and to realign the budget to meet the funding required as well as work during the course of the year to zero out the difference was made by Craig Dickman and seconded by John Gower. Unanimously approved.

7. Restructure Project Manager Position – Request for Approval

Information on the restructuring of the Project Manager position along with associated costs was included in the packet and was explained by staff. Currently, the department has a Solid Waste manager position and a Port manager position. The Solid Waste Manager recently resigned and in looking at filling this position, staff felt this position should be restructured as a Project Manager, allowing for some of the Port projects to be

incorporated into this position. Some of those projects would be implementation of Renard Island Closure, Cat Island construction, Bay Port CDF Expansion, Bylsby mitigation, and other miscellaneous projects. Currently if Solid Waste staff assists with Port-related items, the cost is billed back through indirect costs. Staff believes it would provide a cleaner format to designate 35% of this position to Port and 65% to Solid Waste. If approved by the Harbor Commission as well as the Solid Waste Board, a study would need to be completed by Brown County Human Resources prior to any new hire. If this position is not restructured, any Port-related duties beyond the reasonable workload of the Port Manager would be contracted through a consultant or limited-term employee (LTE). Currently the advancement of this projects are being addressed as time allows. Other like Cat Island or Renard Island projects have pending grant awards or applications that identify the need to construction supervision that are not planned to be done by Port Manager.

Discussion on the relationship between the new position and the current port manager position ensued along with the benefits of hiring an LTE versus a permanent employee immediately. Harbor Commission expressed concern about interrelations with Port Manager and Harbor Commission. Position will be required to perform assigned tasks of projects initiated by the Port Manger and reporting directly to Harbor Commission.

Funding of the position in the way of 35% initially needs to be paid by the Port. The percentage can change over time, but Port will be expected to pay its share of the position costs. The funding of the position will be paid for out of the 217 agreement funds and draw upon discretionary funds being set aside for future siting costs and property acquisition. This project manager position may more than pay for itself with the successfully implements the Cat Island project, mitigation bank or emptying Bay Port into the Hwy 41-141 project.

Discussion of the probationary period for the project manager position was discussed and whether or not the probationary period be extended from 6 to 12 months. This was discussed because a longer probabationary period may be advantages because of the length and duration of the port project assignments.

A motion was made to approve the project manager position as described and under the conditions in Chuck Larschied's memorandum. Motion was made by Neil McKloskey and seconded by Craig Dickman. The motion was amended by John Gower to provide the project manager position with a 12 month probationary period. The amended motion did not receive a second. The motion carried with a 4-1 vote with John Gower dissenting.

8. Cat Island Mitigation Bank Project – Update

A mitigation bank is being considered for the Cat Island project. The Cat Island project will create 272 upland island acres and enhance 1,400 acres of shallow water wetland habitat behind the islands. Anytime a project needs to fill or disrupt an existing wetland the project must mitigate on site, off-site or purchase acre credits from a mitigation bank. A Cat Island Mitigation Bank could sell more than 1,600 acre credits valued at \$30,000/acrea. The U.S. Army Corps of Engineers provided Brown County with a list of required items to be included in a prospectus for a mitigation bank related to the Cat Island chain restoration project. The prospectus is a substantial document to generate. As time allows, staff will work towards preparing the prospectus and pursuing the Cat Island mitigation bank concept.

9. Environmental & Navigational Dredging Conflicts – Update

On March 29, 2010 Brown County received a jointly signed letter from the Army Corps of Engineers and Environmental Protection Agency stating the dredging contract will include provisions to dredge the East River and Georgia-Pacific turning basins. The Contract is out for bids and will be awarded by May 15, 2010. Work is expected to begin in June 2010.

10. County Meal Reimbursement – Update & Discussion

Brown County approved a revised reimbursement maximums for 2010 meals. The revised reimbursements are as follows: breakfast \$8.00, Lunch \$10.00 and Dinner \$15.00. Staff oversees the Port of Green Bay and needs to actively participate in key meetings throughout the year. Annually, staff is sent to Great Lakes shipping meetings in Toronto during January and to deliver appropriation requests to our Congressional representatives in Washington D.C. in March. Attendance at these meetings and others are critical to the operation of the Port of Green Bay and have rewarded Brown County in more than \$12M in extra dredging funds just in the past two years. The Harbor Commission and staff recognize these new rates are fair and reasonable for travel anywhere in Wisconsin. Unfortunately, most out-of-state travel is destined to large metropolitan areas. Large metropolitan areas like downtown Toronto or Washington D.C. have higher costs that exceed the revised reimbursement maximums.

Commissioner Gower noted that the State of Wisconsin has an established meal reimbursement schedule for different urban areas and he will forward a copy of the schedule to President McKloskey. President McKloskey will draft a letter to the County Board to encourage them to adopt an out-of-state meal reimbursement schedule to adequately reimburse staff sent on official County business.

11. Future Meeting Place & Time

Meeting location and time was discussed at the March meeting. Harbor Commissioners were to think about the meeting location and times for this meeting. John Hanitz offered to have future meetings at the Green Bay Yacht Club with a limited menu. Other Harbor Commissioners are comfortable with the Holiday Inn. No future discussion was noted.

12. Audit of Bills – A motion to approve the audit of bills was made by John Gower and seconded by Bill Martens. Unanimously approved.

13. Director's Report

Staff discussed the departure of Vice President, Tom Van Drasek from the Harbor Commission after ten years of service. Harbor Commission and staff applauded Tom dedication and service. County Executive Tom Hinz will appoint the position and he is open to hearing from the Harbor Commission and staff about possible candidates. Any suggestions should be forwarded to the Strategic Plan subcommittee for discussion and consideration.

Staff provided copies of the 217 Agreement Annual Report and WDNR Bay Port Annual Report in the agenda packet for information.

14. Such Other Matters as are Authorized by Law

15. Adjourn

A motion to adjourn was made by Neil McKloskey and seconded by John Gower. Meeting adjourned at 1:22 pm.

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, February 3, 2010
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Dave Kaster	<u>X</u>
James Botz	<u>X</u>	John Klasen	<u>X</u>
Keith Chambers	<u>X</u>	Pat Kolarik	<u>X</u>
William Clancy	<u>Exc</u>	Patrick Moynihan, Jr.	<u>Exc</u>
Norbert Dantinne, Jr.	<u>X</u>	Ken Pabich	<u>X</u>
Ron DeGrand	<u>X</u>	Mike Soletski	<u>X</u>
Bernie Erickson	<u>X</u>	Alan Swatloski	<u>Abs</u>
Mike Fleck	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Grenier	<u>X</u>	Jerry Vandersteen	<u>X</u>
Mark Handeland	<u>X</u>	Tim VandeWettering	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>X</u>
		Vacant (Denmark,	
		Wrightstown & Pulaski)	
Dotty Juengst	<u>X</u>	Karen Curry	<u>X</u>

OTHERS PRESENT: Chuck Lamine, Cole Runge, and Lori Williams.

The meeting was called to order by N. Dantinne at 6:30 p.m.

1. Approval of the minutes of the December 2, 2009, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by R. DeGrand, seconded by M. Soletski, to approve the minutes as presented. Motion carried unanimously.

2. Introduction of Dave Kaster, appointed by the village of Bellevue and town of Scott, to the Brown County Planning Commission Board of Directors.

N. Dantinne introduced and welcomed D. Kaster to the Brown County Planning Commission Board of Directors. He also introduced and welcomed K. Curry who was appointed to the Brown County Planning Commission Board of Directors by the village of Wrightstown at their meeting last night.

3. Resignation of Andy Lundt from the Brown County Planning Commission Board of Directors.

Informational item only, no action required.

4. Discussion and action on an amendment to the 2009 Transportation Planning Work Program budget.

C. Runge stated that this amendment is needed to satisfy Wisconsin Department of Transportation and Federal Highway Administration requirements to accurately reflect the work done in 2009 on the different work elements. This amendment will simply transfer money between the various work element budgets and will not increase the transportation planning work program budget.

A motion was made by B. Erickson, seconded by M. Fleck, to approve the amendment to the 2009 Transportation Planning Work Program budget. Motion carried unanimously.

5. Update regarding progress on the Environmental Impact Statement (EIS) for transportation improvements in the southern portion of the Green Bay Metropolitan Area.

C. Runge gave a PowerPoint presentation regarding progress made on the EIS. C. Runge stated that over the last several months Brown County Planning Commission (BCPC) staff has worked on the EIS with the Lead Agencies, Cooperating Agencies, Stakeholder Committee, and the public. Staff from BCPC, Wisconsin Department of Transportation (WisDOT), and Federal Highway Administration (FHWA) are the Lead Agencies. The Cooperating Agencies include representatives from the Department of Natural Resources, Army Corps of Engineers, and other federal and state agencies. The Stakeholder Committee is comprised of members from all the communities within the study area. With input from everyone involved in this process, 11 alignment alternatives were identified with each alternative either an arterial or a freeway, resulting in 22 alternatives.

These 22 alternatives were looked at further at the Lead Agency level and they have narrowed the alternatives to six. Each alternative was looked at as to how it would impact the future land use plans for the communities within the study area. The six alternatives include the following:

1. Arterial street along Scheuring and Heritage Roads.
2. Arterial street along Rockland and Red Maple Roads (with a US 41 Interchange).
3. Arterial street along Rockland and Red Maple Roads (without a US 41 Interchange).
4. Arterial street along American Blvd., Red Maple Road, and Rockland Road.
5. Arterial street between US 41 and I-43/CTH MM Interchange (with a US 41 Interchange).
6. Expressway between US 41 and I-43/CTH MM Interchange (with a US 41 Interchange).

B. Erickson asked if alternatives 5 and 6 contain a feeder onto CTH GV.

C. Runge replied yes. Both of these alternatives contain a connection up to CTH GV from this corridor.

K. Chambers stated that alternative 6 would probably involve a lot more construction due to the local road and going over the Niagara Escarpment.

C. Runge replied that was correct. C. Runge stated he tried to follow an existing road to minimize the impact on the Escarpment. One of the nine objectives that must be achieved with this project is to minimize environmental impacts, especially when it comes to the Escarpment. However, some people involved in this process want to see what would happen if a connection goes out that far.

N. Dantinne stated alternative 6 makes a lot of sense since South Huron Road will be connected to CTH MM in the near future. This would enable the town of Green Bay to connect to the southern bypass.

C. Runge said that WisDOT has hired a consultant to look at the environmental impacts for the area between Hwy 29 and I-43.

M. Fleck stated alternative 4 could create a problem at the Scheuring Road interchange as this is a very busy intersection already.

C. Runge replied that these things will all be looked at by the Lead Agencies, Cooperating Agencies, Stakeholder Committee, and the public to narrow these alternatives down to a single preferred alternative.

M. Handeland asked if the portion of CTH GV that already exists in alternatives 5 and 6 would be upgraded.

C. Runge responded that last year BCPC staff, in conjunction with Highway Department staff, asked the Planning, Development, and Transportation Committee to postpone the reconstruction of CTH GV until we got farther along in this study. This would allow us time to find out whether or not CTH GV would be a primary connection.

P. Blindauer asked what the separation distance was between the proposed interchange on US 41 and the CTH S interchange in alternative 5.

C. Runge replied it would be approximately two miles north of the interchange at CTH S and approximately two miles south of the interchange at Scheuring Road.

S. Grenier asked what the separation distance was between the proposed interchange on US 41 and the Scheuring Road interchange in alternative 2.

C. Runge answered that the new interchange would be approximately one mile south of Scheuring Road. He said the assumption from 1996 until about 2004 was that this is where an interchange would be located. The planning of this was done in conjunction with the locals and the WisDOT. He then showed the planned land uses for alternative 3, without an interchange, that includes land that WisDOT purchased for this purpose. A few years ago, under the current transportation law, US 41 was identified as a future interstate highway. Access along interstate highways is stricter than along other highways. This made this interchange harder to put so close to the existing Scheuring Road interchange. If it can be proven, through the Interstate Access Justification Report, that an interchange this close can be justified, it can be built there.

D. Wiese asked what the preferred spacing is on an interstate.

C. Runge replied that in urban areas it is two miles and in rural areas it is five.

M. Fleck asked if other roads, such as Lost Dauphin, would have access.

C. Runge said the current assumption for the arterial options is that there would be an at-grade access at all roads that cross each corridor, if the separation distance is reasonable.

P. Blindauer asked how far the separation is from the bridge that would cross the river to Wrightstown.

C. Runge replied that currently there are 10 miles between the downtown De Pere bridge and the Wrightstown bridge. In the Rockland/Red Maple alternative, the bridge would be

two miles south of the De Pere bridge and eight miles north of the Wrightstown bridge. A bridge at Old Martin Road would be approximately three miles south of the De Pere bridge and seven miles north of the Wrightstown bridge.

C. Runge stated he is in the process of completing the justifications for eliminating or retaining the various alternatives. These justifications must then be approved by WisDOT and FWHA. The alternative retention and elimination recommendations will then be presented to the Stakeholder Committee, Cooperating Agencies, and the public. The recommendations will be finalized based on the input received. A detailed study of the remaining alternatives will begin once concurrence is received from the Cooperating Agencies on the narrowed range of alternatives.

6. Director's report.

- a. Update regarding approval of The National Map: Imagery and Elevation Maps Grant for \$251,666 to complete Light Detection and Ranging (LIDAR) images.

C. Lamine stated that J. DuMez was successful in the application he submitted for this grant. This grant will be used to obtain LIDAR images to measure elevations to obtain 2-foot contours. This information will be very useful for communities and property owners.

- b. Wisconsin Department of Natural Resources (DNR) has awarded a \$10,000 American Recovery and Reinvestment Act - Water Quality Management Planning Grant for the purpose of implementing a pilot project for wetland identification using Color Infrared Imagery (CIR).

C. Lamine noted that this grant will be used to purchase CIR. This information will be used to identify wetlands and tree cover. The cost to purchase the information is \$3,500 and the other \$6,500 is for field testing of the information.

- c. Letters of appointment to the Brown County Planning Commission Board of Directors.

C. Lamine said the letters of appointment for members whose terms are expiring were sent out today. A letter from the community or communities involved should be sent to the Planning Commission office once an appointment is made. A copy of the community's meeting minutes approving an appointment would also be acceptable.

7. Brown County Planning Commission staff updates on work activities during the months of December 2009 and January 2010.

A motion was made by K. Chambers, seconded by J. Vandersteen, to receive and place on file the staff updates on work activities. Motion carried unanimously.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

8. Other matters.

None.

9. Adjourn.

A motion was made by R. DeGrand, seconded by J. Vandersteen, to adjourn. Motion carried unanimously. The meeting adjourned at 7:05 p.m.

:lsw

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
February 3, 2010**

December 2009 and January 2010 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the December meeting of the Brown County Planning Commission Board of Directors.
- Attended the December and January Lean Steering Committee meetings.
- Worked on developing the Energy Chapter of the Brown County Sustainability Plan.
- Completed the preliminary review of a loan application to the Brown County Economic Development Revolving Loan program for a business startup proposing to generate 25 new jobs in Brown County.
- Attended the December and January meetings of the Environmental Impact Statement (EIS) Lead Agencies meeting and reduced the number of alternatives to be reviewed from 22 to five.
- Met with the GIS/Land Records Coordinator, Zoning Administrator, and a member of the Brown County Planning Commission Board of Directors to discuss alternatives for funding of a LIDAR land contour mapping project.
- Prepared for and presented an update to the Brown County Energy Oversight Committee regarding renewable energy projects and updates regarding the Energy Efficiency Conservation Block Grant (EECBG) projects funding \$620,000 in renewable energy projects for Brown County.
- Met with Planning and Land Services (PALS) staff to discuss coordination of regulations associated with environmentally sensitive land protection.
- Prepared a request to fill a vacant position and presented the request at the December and January meetings of the Planning, Development, and Transportation Committee.
- Prepared a contract to transfer partial responsibilities for the administration of the Brown County Revolving Loan Fund Program to Advance. Coordinated the contract review with staff of Advance and the Corporation Counsel office. Attended the December and January meetings of the Planning, Development, and Transportation Committee to present the draft.
- Prepared information for and participated in a meeting of a committee appointed by the Brown County Executive to study potential uses for the old Brown County Mental Health Center.
- Participated in meetings with waterfront stakeholders to obtain their views and opinions for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Attended a Wisconsin Working Lands Initiative Workshop at the Brown County Central Library on the evening of December 17.
- Met with a graduate student interested in planning on January 12.
- Met with the Senior Planner and Facility Director on January 8 regarding implementation of the EECBG projects over the next year.
- Completed an end of fiscal year analysis of the PALS Department.
- Coordinated with staff regarding personnel issues regarding union bumping due to eliminated Brown County positions.
- Toured the old Mental Health Center building with potential prospects for private development.

- Participated in meetings with the County Executive and various department staff to discuss costs of demolition of the old Mental Health Center building.
- Met with Facility Management Department staff and C. Runge to discuss parking issues associated with the new Community Treatment Center.
- Attended and chaired a meeting of the Energy Subcommittee for the Brown County 25 x 25 Energy Independence Plan.
- Attended a meeting with the County Executive, Director of Administration, Human Resources Manager, and Zoning Administrator regarding the need to fill the vacant Sanitary Inspector position.
- Met with a planning graduate student and PALS staff to discuss a study to evaluate coordinating the various Brown County environmentally sensitive areas regulations.
- Attended a coordinating meeting to discuss the Environmental Assessment for the County Highway EA and I-43 connection.
- Met with PALS Department staff to coordinate the updating of the Subdivision Code. Developed alternative language for the Planned Unit Development section of the Subdivision Code.
- Attended a Brown County department head retreat to discuss strategic planning issues.
- Attended a reporting out meeting for various LEAN Management projects.
- Met with representatives of Focus on Energy regarding potential grant opportunities for renewable energy projects for Brown County.
- Met with the County Executive and various county department representatives to develop a strategy for community education associated with large wind turbine projects.
- Met with staff of the Bay-Lake Regional Planning Commission to coordinate planning projects.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Completed the draft bicycle and pedestrian system recommendations and the implementation section for the De Pere Bicycle and Pedestrian Plan. Also facilitated the fifth and sixth meetings of the plan's advisory committee and presented the draft maps and implementation section.
- Developed a PowerPoint summary of the draft De Pere Bicycle and Pedestrian Plan to present to the city's Plan Commission. Also presented the draft Bicycle and Pedestrian Plan and the draft update of the De Pere Comprehensive Plan's Transportation Chapter to the Plan Commission.
- Participated in two meetings of De Pere's Downtown Design Plan Advisory Committee. Also participated in a conference call with the downtown plan's consulting firm to discuss the firm's transportation and development recommendations.
- Responded to a notice from WisDOT about the possible availability of additional American Recovery and Reinvestment Act (ARRA) funds for transit systems. Work on this item included identifying an eligible transit project, coordinating with WisDOT to address TIP revision issues, working with Green Bay Metro to obtain information for the project, writing a project proposal, and submitting the proposal to WisDOT. The entire process had to be completed within four business hours to meet WisDOT's deadline.
- Facilitated two EIS Lead Agencies meetings with representatives of the Federal Highway Administration (FHWA), WisDOT, and the BCPC. Also answered questions from other federal and state agencies about the draft Alternatives Identification and Analysis report, developed an EIS process update for the EIS Stakeholder Committee members, and developed maps of alternatives that could be brought forward for detailed study.

- Prepared information for and participated in a meeting of a committee appointed by the Brown County Executive to study potential uses for the old Brown County Mental Health Center.
- Continued to revise the MPO Long-Range Transportation Plan's Existing Conditions section for the update that must be completed by November of 2010. Also continued to collect information to revise the plan's Future Transportation System section.
- Developed CTH GV Study progress reports for the December and January meetings of the Brown County Board's Planning, Development, and Transportation Committee.
- Developed the agenda for a Brown County Transportation Coordinating Committee (TCC) meeting. Also chaired the meeting.
- Wrote a letter on behalf of the TCC that expresses the committee's support of a grant application from the Lakeland Chapter of the American Red Cross.
- Provided assistance to WisDOT Northeastern Region staff about the design of curb extensions (bump-outs). The assistance was requested by WisDOT staff.
- Read and commented on a draft chapter of WisDOT's Implementing Development Concepts for Walkability document at the request of WisDOT Central Office staff.
- Researched current and proposed Americans with Disabilities Act (ADA) regulations for trails at the request of Village of Allouez staff. Also met with a representative of Allouez to discuss possible locations and designs for a trail in a village park.
- Reviewed and commented on the draft instructor guide, PowerPoint slides, and other materials for the FHWA's Mainstreaming Safety course as a member of the project's development group.
- Participated in the first meeting of the CTH EA environmental assessment technical advisory committee. Also reviewed and commented on the meeting minutes.
- Began to review and revise the MPO's Public Participation Process (PPP). Also invited the agencies on the MPO's PPP contact list to review and comment on the document.
- Participated in the first meeting of the Oneida Street reconstruction project's technical advisory committee.
- Met with representatives of the Howard-Suamico School District and Village of Howard to discuss methods of improving traffic flow in front of Lineville Intermediate School. Also developed a school campus map with student drop off and pick up instructions that the school will distribute to parents.
- Completed the MPO's reimbursement request and report to WisDOT for the fourth quarter of 2009.
- Met with a representative of WisDOT and the Transportation Planner I to discuss possible changes to the rural and urban functional classification systems.
- Developed an amendment to the 2009 MPO budget and a staff report to the BCPC Board of Directors that summarizes the amendment.
- Participated in a meeting about updating the Brown County Bicycle System Map.
- Attended presentations from two companies about Automatic Vehicle Location (AVL) systems for Green Bay Metro.

The recent major planning activities of Aaron Schuette, Senior Planner:

- Continued writing the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Continued updating the land use inventory for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.

- Began meeting with waterfront stakeholders to obtain their views and opinions for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Prepared and submitted the Wisconsin Coastal Management Program quarterly report and reimbursement request.
- Prepared and submitted the Energy Efficiency and Conservation Block Grant (EECBG) Office of Management and Budgeting report.
- Met with the Planning Director and Facilities Director on January 8 regarding implementation of the EECBG projects over the next year.
- Continued administration of the brownfield grant and prepared a reimbursement request to the EPA for consultant work performed under the contract including projects in the Village of Allouez, City of De Pere, and Village of Suamico.
- Reviewed the completed Phase II Environmental Site Assessment (ESA) on the former Allouez village hall property which was funded by the Brown County EPA Brownfield Assessment grant.
- Attended a meeting at the Allouez Village Hall on December 29 regarding the results of the Phase II Environmental Site Assessment.
- Participated in a conference call with WDNR, AECOM, and Village of Allouez staff regarding the results of the Phase II ESA on the former village hall property.
- Attended an Allouez Village Board meeting on January 14 to discuss the results of the Phase II ESA on the former village hall property.
- Prepared and submitted the EPA Brownfield Assessment grant quarterly report and disadvantaged business enterprise report.
- Communicated with the state Department of Agriculture, Trade, and Consumer Protection regarding the Wisconsin Working Lands Initiative throughout December and January.
- Gave a Wisconsin Working Lands Initiative presentation to the Brown County Municipal Leaders committee on December 4.
- Coordinated and attended a Wisconsin Working Lands Initiative Workshop at the Brown County Central Library on the evening of December 17.
- Attended and presented regarding the Wisconsin Working Lands Initiative at the Brown County Land Conservation subcommittee meeting on the evening of December 28.
- Attended a Village of Hobart meeting on the evening of January 12 to discuss the Wisconsin Working Lands Initiative.
- Attended and presented at a Town of Morrison Planning Commission meeting regarding the Wisconsin Working Lands Initiative on the evening of January 14.
- Attended and presented at a Town of Eaton landowners meeting regarding the Wisconsin Working Lands Initiative on the evening of January 19.
- Attended and presented at a Town of Rockland landowners meeting regarding the Wisconsin Working Lands Initiative on the evening of January 14.
- Attended and presented at the Pulaski Village Board meeting regarding a rezoning of multiple residential parcels on the evening of December 7.
- Attended and presented at the Pulaski Planning and Zoning Commission meeting on the evening of December 15.
- Performed two proposed sign reviews for the Village of Pulaski.
- Completed the boundary and annexation survey for the Village of Pulaski as requested by the U.S. Census Bureau.
- Attended a meeting of the STH 96 Bridge public advisory committee on December 8.
- Attended and presented at the Wrightstown Planning Commission meeting on the evening of December 14.
- Completed five staff reports for the Village of Wrightstown Planning Commission.

- Researched and completed a memo related to floodplain on a property in the Village of Wrightstown.
- Printed out a new official zoning map for the Village of Wrightstown.
- Prepared end of year invoices for Village of Wrightstown and Village of Pulaski local assistance contracts.
- Completed a City of De Pere draft Land Use Chapter for the De Pere Comprehensive Plan update.
- Met with the City of De Pere Planning Director on January 13 to discuss the draft Land Use Chapter.
- Presented the full draft Land Use Chapter and Future Land Use map to the De Pere Planning Commission on the evening of January 25.
- Updated and printed out a new official zoning map for the Town of Rockland.
- Updated and printed out a new official zoning map for the Town of Eaton.
- Met with the Town of New Denmark attorney to discuss land use issues in the town on January 11.
- Met with a graduate student interested in planning on January 12.
- Participated in the Howard-Suamico School District strategic planning event on the evening of December 3.
- Gave a presentation on maps and geography to a second-grade class at Meadowbrook Elementary School in Howard.
- Met with Howard-Suamico School District staff and BCPC Principal Planner at Lineville School to discuss morning student drop-off issues on January 6.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of six certified survey maps (CSMs) and one final plat. Completed review of four of the CSMs plus a number of CSMs that were carried over from the previous Senior Planner. Completed county review of five city of Green Bay CSMs and plats.
- Revised and streamlined the format for CSM and plat review by staff and reviewing agents.
- Worked with the former Senior Planner to take over sewer service amendment review, CSM and plat reviews, street naming reviews, among other items.
- Worked with Wild Ones to revive the organization's ability to facilitate potential plant rescues of certain plant species that may not fall into environmentally sensitive areas (ESAs). Wild Ones works with property owners while or after property is under consideration for land division. Work by Wild Ones does not impact land division review timelines.
- Reviewed potential ESA concerns, potential violations, and identified methods for correction for property owners in the Village of Bellevue and Village of Suamico, among various phone inquiries. Solutions for other potential violations are in progress.
- A Village of Bellevue project status was facilitated for an ESA restoration project at the southeast corner of CTH XX and O. An amendment and developer's agreement were approved in 2005 and 2006, which included 50% completion of restoration/landscaping by 2009. The subject project met the timeline criteria.
- Answered inquiries and facilitated research with the petitioner regarding a Village of Suamico ESA amendment. In 2003, the subject site obtained a major ESA amendment because construction was facilitated within a wetland ESA. The petitioner now wants to expand into the ESA buffer on the opposite side of the property, which may trigger a second ESA amendment.
- Responded to a number of ESA telephone inquiries in various locations.
- Completed review of two water quality management letters to provide sewer service to sites.

- Worked with a bicycle map committee to develop possible online possibilities and marketing strategy for 2010.
- Developed Facilities Plan documents for review. Documents included updated interviews of departments under Planning, Development, and Transportation Committee.
- Revised and prepared documents related to the Brown County MS4 Permit in preparation for the 2009 Annual Report which is due to the WDNR in March 2010. Preparation included:
 - Consultation regarding application forms desired by the WDNR.
 - Setup of a 10-section annual report binder.
 - Gathered data collected in 2009.
 - Received clarification from WDNR regarding certain outfall testing results.
- Finished performing as chair of NEWSOC. Oversaw the following:
 - Finalized passing authority to new Chair.
 - Finished advertising portion of year-long anti-phosphorous campaign.
 - Attended Illicit Discharge Detection and Elimination (IDDE) committee meetings.
- Performed duties as local planning assistant for the Town of Ledgeview. Completed the following tasks:
 - Prepared documents and information to be passed on to the Town's new local planning assistant from Bay-Lake Regional Planning Commission.
 - Prepared an Annual Report for the Planning Commission that will be presented by town staff in January or February 2010.
 - Developed a Neighborhood Center District binder for staff.
 - Finalized and printed three large-scale copies of zoning map, which included over 1,000 zoning changes and corrections from over the past six months.
 - Prepared final edits and document proofing for updates to the comprehensive plan.
 - Prepared one rezoning report, one site plan review, and a resolution and ordinance for an update to the comprehensive plan.
 - Attended final staff and Planning & Zoning Committee meetings in December.
 - Provided miscellaneous planning services.
- Performed duties as local planning assistant for the Village of Suamico. Provided miscellaneous planning services.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Processed two administrative modifications to the *2010-2014 Transportation Improvement Program for the Green Bay Urbanized Area*. The modifications included:
 - An additional \$1,371,673 from the American Recovery and Reinvestment Act (ARRA) for the purchase of four 35' buses for Green Bay Metro.
 - An additional \$4,000 for design work from ARRA and another \$199,000 from a federal discretionary program for the Jordan Road resurfacing project in the city of De Pere.
- Using the software ArcMap, added and edited sidewalk, crosswalk, and trail information in the Brown County geodatabase.

- Finalized the 4th Quarter Green Bay Metro Route Review report. All of Metro's full service fixed routes were examined.
- Assisted the mayor's office in completing the certifications and assurances document to allow Green Bay Metro to apply for Federal Section 5307 grant application for transit operating assistance. The estimate of \$2,522,595 in funds to be applied for will offset the cost of providing mass transit in the cities of Green Bay and De Pere, the villages of Allouez, Ashwaubenon, and Bellevue, and to the Oneida Tribe of Indians.
- Created and added time point data for use in Google Transit trip planning application. Also updated the text description of each full-service fixed route.
- Attended two "live demonstrations" from private sector vendors proposing to provide Green Bay Metro with an Automatic Vehicle Locator (AVL) system. Metro received a grant for approximately \$700,000 to purchase the application. The AVL technology will lead to improved supervision of resources (drivers and vehicles), data collection and analysis, and real-time bus arrival information for customers.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Collected and submitted information for use by WisDOT staff and consultant hired to prepare the US 41 Transportation Management Plan (TMP).
- Attended the Brown County Transportation Coordinating Committee (TCC) meeting on December 14. Recorded and wrote the minutes. At the direction of the TCC, developed a postcard for use by those who rely on public transportation services. The postcard can be used as a tool to convey personalized messages to local, state, and federal officials.
- Attended and/or presented material at Green Bay Transit Commission meetings on December 16 and January 20.
- Participated in the January 13 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.
- At the request of the Brown County United Way, presented information at the Transportation Contingent meeting on January 26.
- Completed monthly and quarterly staff reports.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Created new county web mapping site (created map services, coordinated with De Pere and Green Bay, coordinated with Information Services, and held on-site configuration day).
- Provided follow-up information to USGS to secure \$251,666 in grant funding for LIDAR elevation mapping.
- Submitted grant application to USGS for \$25,586 in grant funding to offset the costs of the 2010 aerial orthophotography.
- Worked with the Purchasing Manager and Corporation Counsel to finalize the 2010 aerial orthophoto contract with Sanborn.
- Coordinated with local municipalities and utilities on sub-contracts with the 2010 aerial photography program.
- Provided monthly GIS data refreshes to E-911 to be used for the Computer Aided Dispatch system.
- Attended two half-day presentations on Automatic Vehicle Location (AVL) to assist Green Bay Metro Transit in choosing a vendor.

- Met with Zoning staff and Mach IV engineer to discuss incorporation of Federal Emergency Management Agency Letter of Map Amendment/Letter of Map Revision information on the county's GIS and web mapping site.
- Met with Capt. Hermesen and Capt. Schultz from the Sheriff's Department to discuss crime mapping web site and address geocoding system.
- Provided the Sheriff's Department with a new LEAN management tool (address geocoding system to assist with "papers served" civil process).
- Began developing maps for the upcoming Radio Interoperability Study being done by the Public Safety & Communications Department.
- Coordinated and held a meeting of local municipality GIS coordinators and Emergency Management at the new emergency operations center.
- Continued to work on an updated plat book.
- Enhanced the county's GIS GeoDatabase with many new features (better versioning system, database replication, added 'mashed world' links, and more).
- Performed several GIS database edits in order to keep all programs running with current information.
- Assisted the Planner I with Google Transit data processing.
- Met with Pat Ford and Ed Specht to discuss survey index and GIS integration.
- Assisted Zoning staff by setting up laptop with GIS data for a floodplain presentation.
- Assisted Baird Creek Foundation by helping to review a watershed restoration priority analysis from the GIS staff at Ducks Unlimited.
- Attended and presented at the Planning Commission meeting on December 2.
- Attended the Planning, Development, and Transportation meeting on December 28.
- Continued duties as a board member of the Wisconsin Land Information Officer Network (flat fee legislation and other matters).
- Attended other staff meetings and ad hoc meetings as needed.
- Continued to keep the county land records mapping web site running and troubleshoot as needed.
- Produced gypsy moth spray block maps for the DNR.
- Provided assessment records for Gary Kohlenberg per an open records request.
- Provided GIS data to UW-Oshkosh.
- Provided GIS data to Patrick Engineering for a transportation corridor project on the east side.
- Provided historic aerial photos and GIS data to consultants working on Fox River cleanup.
- Provided land records to WireData.
- Provided county supervisory district maps.
- Produced large maps of Eaton and Scott for assessor Bob Taicher.
- Provided digital aerial photos to Mau & Associates.
- Provided GIS data to Mead & Hunt.
- Provided mapping assistance to Tom Miller at the Airport.
- Provided various GIS datasets to Natural Resources Consulting to be used in the Invenergy wind project.
- Provided GIS dataset to the US Census Bureau.
- Provided GIS data to Ayres Associates.
- Provided GIS data to Robert E. Lee & Associates.
- Provided copies of the GeoDatabase to Bellevue and other municipalities.
- Assisted the Parks Department with GIS application help.
- Provided historic maps to the Village of Hobart.

- Produced large custom maps of Fire Department district boundaries and fire stations for emergency management.
- Assisted Peace Lutheran Church with GIS geocoding and mapping assistance.
- Provided GIS mapping of the airport to the Department of Homeland Security.
- Provided various town land records to town clerks.
- Provided land use GIS data to Regional Planning.
- Provided large custom maps for PMI to help plan the upcoming Tall Ships event.
- Provided GIS data to Lexis Nexis.
- Provided geocoding service to YMCA (geocoded/mapped list of members, plotted on large custom map, and performed population analysis using GIS overlays).

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Continued to work on the STP Urban Grant – updating and creating new sidewalks within the urbanized area.
- Continued to work on updating Google Transit data. This month was spent primarily on updating, verifying, and creating new bus stops. Much of the data for the bus stops was not collected out in the field at the time the GPS point was taken. Therefore, I had to interpret photographs and enter data individually for each new point. In addition to creating the new points, some old points required updating because of routes either no longer servicing individual stops or additional routes now servicing particular stops. Some stops do not have pictures. These stops have been identified and pictures will be taken in the spring of 2010. At that time data will also be entered for each of these stops.
- Assisted Brown County staff by creating maps for presentations and updates to comp plans.
- Assisted the Senior Planner with printing out maps for each community. The maps are being used for review in conjunction with the Working Lands Initiative.
- Met with the GIS/Land Records Coordinator and T. Hennig to discuss Google Transit.
- Met with J. Motquin to learn how to assign addresses for communities.
- Participated in staff meetings.
- Updated the Google Transit data. Coordinated with the Transportation Planner I to complete the Google time points for each of the bus routes. Once complete, I coordinated with the GIS/Land Records Coordinator to run a script and a data validation tool to check all of the data that is sent to Google Transit. After all errors were corrected, contacted Google Transit allowing them to retrieve the new data. Google Transit is now back up and running for Green Bay Metro.
- Created a map for the Department of Transportation showing the bus stops located along the Hwy 41 corridor.
- Created an Official Zoning map and Sex Offender map for the Town of Green Bay.
- Began the 2010 land use inventory.
- Assisted the Town of New Denmark by updating the Official Zoning map twice.
- Participated in discussions about the Automatic Vehicle Locator (AVL) proposals with the Principal Transportation Planner and the Transportation Planner I.
- Began working on 3D modeling of sites selected from around Brown County that were identified as lacking or providing inadequate infrastructure for pedestrian travel. We will be using these models to help display the potential that “pedestrian oriented planning” has and can provide to help build and enhance the community atmosphere.
- Attended the AVL meeting on January 22 to listen to Trapeze present their product to Green Bay Metro.

Brown County Highway
Budget to Actual State Billing
2010

Maintenance	Description	January	February	March	April	May	June	July	August	September	October	November	December	Total	Contract	Remaining	% Used
0005-01-40	Admin Non Patrol Supervision	-	-	472.29	131,495.92	-	-	-	-	-	-	-	-	131,968.21	165,900.00	33,931.79	79.55%
0005-01-01	Roadway Asphalt Maintenance	4,103.87	4,358.11	1,962.16	1,411.42	-	-	-	-	-	-	-	-	11,835.56	161,100.00	149,264.44	7.35%
0005-01-03	Roadway Concrete Maintenance	8,835.82	17,511.41	8,675.15	14,524.79	-	-	-	-	-	-	-	-	48,547.17	212,300.00	162,752.83	23.34%
0005-01-04	Roadway Concrete Maintenance-I43	1,139.39	3,978.04	1,832.66	971.93	-	-	-	-	-	-	-	-	7,922.02	95,000.00	87,077.98	8.34%
0005-01-05	Roadway Shoulder Maintenance	-	-	-	21,258.72	-	-	-	-	-	-	-	-	21,258.72	30,000.00	8,741.28	70.86%
0005-01-06	Roadway Shoulder Maintenance-I43	-	-	-	1,000.88	-	-	-	-	-	-	-	-	1,000.88	5,000.00	3,999.12	20.02%
0005-01-31	Roadway Facility Maintenance	3,482.94	11,791.33	1,334.61	10,572.20	-	-	-	-	-	-	-	-	27,181.08	107,000.00	79,818.92	25.40%
0005-01-32	Roadway Facility Maintenance-I43	1,251.04	4,207.57	1,746.72	2,798.87	-	-	-	-	-	-	-	-	10,005.20	40,000.00	29,994.80	25.01%
0005-01-33	Roadside Vegetation	11,946.27	17,047.52	50,087.65	67,282.27	-	-	-	-	-	-	-	-	146,363.71	219,300.00	72,936.29	66.74%
0005-01-34	Roadside Vegetation-I43	3,760.35	3,163.46	1,737.54	24,833.02	-	-	-	-	-	-	-	-	33,494.37	79,800.00	46,305.63	41.97%
0005-01-07	Roadside Vegetation-I43	-	853.59	2,785.63	13,438.90	-	-	-	-	-	-	-	-	17,078.12	97,800.00	80,721.88	17.46%
0005-01-08	Routine Misc.-I43	-	-	488.88	3,879.29	-	-	-	-	-	-	-	-	4,368.17	78,600.00	72,231.83	5.68%
0005-01-11	Winter Maintenance	173,926.66	165,468.95	78,111.82	34,247.80	-	-	-	-	-	-	-	-	457,755.23	1,145,000.00	687,244.77	39.45%
0005-01-12	Winter Maintenance-I43	28,318.82	50,968.53	18,478.76	4,677.42	-	-	-	-	-	-	-	-	102,443.33	286,600.00	184,156.67	39.92%
0005-01-21	Routine Bridge	255.40	430.28	255.40	2,060.40	-	-	-	-	-	-	-	-	3,001.48	111,000.00	107,998.52	2.70%
0005-01-22	Routine Bridge-I43	456.86	297.70	255.40	5,799.25	-	-	-	-	-	-	-	-	6,809.21	55,000.00	48,190.79	12.38%
0005-01-24	Bridge-Lift	-	565.23	3,033.93	15,662.57	-	-	-	-	-	-	-	-	19,281.73	31,200.00	11,918.27	61.80%
0005-01-41	Admin Patrol Supervision	10,643.58	10,527.23	3,033.93	15,662.57	-	-	-	-	-	-	-	-	48,022.78	127,100.00	79,077.22	37.78%
0005-01-51	Local-De-Pave/Altoez/Asht/Mason	253.14	28.47	328.03	4,967.18	-	-	-	-	-	-	-	-	5,576.82	29,400.00	23,823.18	18.97%
0005-01-61	Sign Repairs	375.54	299.56	1,057.61	422.05	-	-	-	-	-	-	-	-	2,154.75	29,000.00	26,845.24	7.43%
0005-01-62	Sign Repairs-I43	-	163.97	-	163.97	-	-	-	-	-	-	-	-	327.94	6,000.00	5,672.06	5.47%
* Includes 3 payperiods		248,749.48	291,680.95	183,346.59	377,619.47	-	-	-	-	-	-	-	-	1,101,376.49	3,080,100.00	1,978,723.51	35.76%
0005-08-20	Traffic Signing	110.73	830.83	-	1,108.16	-	-	-	-	-	-	-	-	2,049.72	-	(2,049.72)	-
0005-98-10	Pavement Marking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0031-01-31	Kewaunee County-Culvert Sleaming	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0038-01-51	Marquette Bridge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-81	Security Fence	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0015-01-24	Door County	-	-	2,292.85	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-41	Shoulder Surface	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-14	Asphaltic repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0070-01-11	Winnebago Co-Haul Salt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0044-83-11	Outagamie Bridge Decks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-15	Asphaltic repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		248,860.21	292,491.78	185,639.44	378,727.63	-	-	-	-	-	-	-	-	1,105,719.06	3,080,100.00	1,974,380.94	-

Construction	Description	January	February	March	April	May	June	July	August	September	October	November	December	Total	Contract
0077-03-00	Misc Damage Claims	38,037.42	43,048.82	55,338.46	26,335.60	-	-	-	-	-	-	-	-	162,760.30	-
0077-03-33	Misc Damage Claims-I43 Fire	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1211-18-71	Shoulder Preparation	-	226.31	-	-	-	-	-	-	-	-	-	-	226.31	5,000.00
4075-32-60	Crack Filling-STH 96	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1150-42-60	Bird Netting	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0015-01-24	Door County Lift Bridge	-	418.03	-	-	-	-	-	-	-	-	-	-	418.03	-
0072-40-36	Door County Lift Bridge	-	-	-	38.30	-	-	-	-	-	-	-	-	38.30	-
0092-43-03	29-Traffic Control	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1480-08-78	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1133-06-00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		38,037.42	43,693.16	56,374.05	26,373.90	-	-	-	-	-	-	-	-	1,035.59	-
Total		286,897.63	336,184.94	242,013.49	405,101.53	-	-	-	-	-	-	-	-	1,270,197.59	-

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2010
COUNTY MAINTENANCE COSTS

CTH MAINTENANCE-2010

		BUDGET	23-Jan-10	20-Feb-10	20-Mar-10	1-May-10	29-May-10	26-Jun-10	24-Jul-10	21-Aug-10	18-Sep-10	30-Oct-10	27-Nov-10	31-Dec-10	Percentage of Budget
SUMMER															
Surface Maint	5331-100-11	740,000	40,214	108,107	222,368	401,373	-	-	-	-	-	-	-	-	54.24%
Shoulder Maint	5331-100-12	270,000	-	148	1,762	25,536	-	-	-	-	-	-	-	-	9.46%
Mowing and Brush	5331-100-13	210,000	5,962	10,449	10,607	17,685	-	-	-	-	-	-	-	-	8.42%
Guard Fence/Safety	5331-100-14	35,000	1,570	1,835	2,164	2,548	-	-	-	-	-	-	-	-	7.28%
Drain/Culverts/Brdg	5331-100-15	300,000	-	2,676	7,256	17,252	-	-	-	-	-	-	-	-	5.75%
Trash Pickup	5331-100-16	300,000	273	652	14,673	61,971	-	-	-	-	-	-	-	-	20.66%
Total		1,855,000	48,019	123,867	258,830	526,365	-	-	-	-	-	-	-	-	28.38%
WINTER															
Drift Prevention	5331-200-21	110,000	961	1,945	7,520	20,696	-	-	-	-	-	-	-	-	18.81%
Storage		20,000	20,000	20,000	20,000	20,000	-	-	-	-	-	-	-	-	100.00%
Apply Chloride	5331-200-23	380,000	41,778	139,489	142,009	148,009	-	-	-	-	-	-	-	-	38.95%
Blading & Plowing	5331-200-24	950,000	146,251	311,027	387,838	409,055	-	-	-	-	-	-	-	-	43.06%
Total		1,460,000	208,990	472,461	557,367	597,760	-	-	-	-	-	-	-	-	40.94%
MAINT SURFACING															
Engineering	5331-400	265,000	21,203	44,374	74,622	104,752	-	-	-	-	-	-	-	-	39.53%
Signing	5331-701	225,000	18,383	39,849	69,312	107,608	-	-	-	-	-	-	-	-	47.83%
Traffic Signal Mt	5331-702	100,000	2,678	7,882	19,895	27,952	-	-	-	-	-	-	-	-	27.95%
Pavement Marking *	5331-100-19	235,000	-	-	-	83	-	-	-	-	-	-	-	-	0.04%
Total		4,140,000	299,273	688,433	980,026	1,364,520	-	-	-	-	-	-	-	-	32.96%

*Paint supplies for county get turned in at year end ESTIMATE

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2010
MACHINERY EXPENSE

OPERATION OF MACHINERY-2010

		23-Jan-10	20-Feb-10	20-Mar-10	1-May-10	29-May-10	26-Jun-10	24-Jul-10	21-Aug-10	18-Sep-10	1-Nov-10	29-Nov-10	31-Dec-10	Percentage of Budget
	BUDGET													
Gasoline	5324-10	1,674	4,191	6,534	9,330	-	-	-	-	-	-	-	-	31.10%
Diesel Fuel	5324-11	45,808	108,838	141,515	171,045	-	-	-	-	-	-	-	-	24.63%
Kerosene	5324-12	-	120	120	120	-	-	-	-	-	-	-	-	6.00%
Motor Oil	5324-20	1,883	2,984	4,733	8,197	-	-	-	-	-	-	-	-	32.79%
Grease	5324-21	373	885	1,175	1,622	-	-	-	-	-	-	-	-	32.44%
Anti-Freeze	5324-22	279	452	493	522	-	-	-	-	-	-	-	-	17.40%
Repair Labor	5324-30	52,541	119,396	177,929	257,990	-	-	-	-	-	-	-	-	30.35%
Repair Material	5324-40	15,525	80,249	127,142	189,518	-	-	-	-	-	-	-	-	31.59%
Iron	5324-41	13	406	890	1,176	-	-	-	-	-	-	-	-	5.88%
Equip Paint	5324-42	191	779	1,067	1,890	-	-	-	-	-	-	-	-	22.24%
Tire/Tubes	5324-50	4,405	8,281	9,133	16,416	-	-	-	-	-	-	-	-	32.83%
Batteries	5324-51	598	547	622	911	-	-	-	-	-	-	-	-	13.01%
Equip Rental	5324-70	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Overhead	5324-06	78,480	156,960	245,250	323,730	-	-	-	-	-	-	-	-	33.00% XX
Depreciation	5324-06	54,400	108,800	170,000	224,400	-	-	-	-	-	-	-	-	33.00% XX
Insurance	5324-81	3,520	7,040	-	14,520	-	-	-	-	-	-	-	-	33.00% XX
Total		259,690	599,928	886,603	1,221,387	-	-	-	-	-	-	-	-	30.01%

Estimate Budget Target 33%

XX Estimate

Revenue	4,070,000													
Estimated Gain (Loss)		275,302	695,061	888,824	1,123,179	-	-	-	-	-	-	-	-	
		15,612	95,133	2,221	(98,208)	-	-	-	-	-	-	-	-	

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2010
SHOP AND BUILDING COSTS

OPERATION OF SHOP-2010

	BUDGET	23-Jan-10	20-Feb-10	20-Mar-10	1-May-10	29-May-10	26-Jun-10	24-Jul-10	21-Aug-10	18-Sep-10	30-Oct-10	27-Nov-10	31-Dec-10	Percentage of Budget
5323-300 Indirect Labor	240,000	15,562	33,078	52,586	86,270	-	-	-	-	-	-	-	-	35.95%
5323-301 Training	10,000	-	-	72	3,671	-	-	-	-	-	-	-	-	36.71%
5323-302 Shop Supplies	94,000	664	9,858	15,452	23,924	-	-	-	-	-	-	-	-	25.45%
5323-303 Shop Tools	21,000	-	1,675	4,321	8,419	-	-	-	-	-	-	-	-	40.09%
5323-304 Tool Allow	15,000	4,426	4,426	4,806	5,588	-	-	-	-	-	-	-	-	37.25%
5323-305 First Aid/Safety	18,000	-	126	1,447	1,756	-	-	-	-	-	-	-	-	9.76%
5323-307 Maint Shop Equip	10,000	273	1,457	2,821	3,595	-	-	-	-	-	-	-	-	35.95%
5323-310 Telephone	7,000	13	115	659	1,652	-	-	-	-	-	-	-	-	23.60%
Service Truck	55,000 X	4,400	8,800	13,750	18,150	-	-	-	-	-	-	-	-	33.00%
Credits	(12,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Depreciation	15,000 X	1,200	2,400	3,750	4,950	-	-	-	-	-	-	-	-	0.00%
Stockroom Credit	(10,000)	(2,826)	(5,494)	(6,880)	(8,910)	-	-	-	-	-	-	-	-	33.00%
Total	463,000	23,712	56,441	92,784	149,065	-	-	-	-	-	-	-	-	89.10%
														32.20%

33% X estimate

OPERATION OF BUILDINGS

5327-701 Indirect Labor	76,000	36	395	395	431	-	-	-	-	-	-	-	-	0.57%
5327-702 Cleanup/Lockup	60,000	2,403	4,725	7,594	14,251	-	-	-	-	-	-	-	-	23.75%
5327-703 Cleaning Supplies	9,500	-	-	316	1,051	-	-	-	-	-	-	-	-	11.06%
Bldg Mt-Labor	90,000	7,616	18,294	29,494	36,817	-	-	-	-	-	-	-	-	40.91%
5327-705 Bldg Mt-Material	80,000	400	3,875	9,481	13,289	-	-	-	-	-	-	-	-	16.61%
5327-711 Bldg Mt-Machinery	3,000	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Heat	95,000	7,600	13,311	17,181	30,771	-	-	-	-	-	-	-	-	0.00%
5327-708 Light/Power	45,000	360	4,240	5,388	12,341	-	-	-	-	-	-	-	-	27.42%
5327-709 Water	9,000	720	370	731	2,060	-	-	-	-	-	-	-	-	22.89%
Fire Protection	4,500	360	360	360	360	-	-	-	-	-	-	-	-	8.00%
5327-712 Salt Storage Cr.	(20,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Credit Building Admin	(22,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Credit-State/Co	(90,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
5327-706 Depreciation	110,000 X	8,800	17,600	27,500	36,300	-	-	-	-	-	-	-	-	33.00%
Insurance	8,000 X	640	1,280	2,000	2,640	-	-	-	-	-	-	-	-	33.00%
Admin/Eng/Traf Cr	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Electrician/w credit at 5327-713	60,000	2,715	4,748	6,766	9,730	-	-	-	-	-	-	-	-	16.22%
Total	518,000	31,650	69,198	107,196	160,041	-	-	-	-	-	-	-	-	30.90%

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2010
ADMIN/SUPERVISION

ADMINISTRATION/SUPERVISION 2010

BUDGET		20-Feb-10	20-Mar-10	1-May-10	29-May-10	26-Jun-10	24-Jul-10	21-Aug-10	18-Sep-10	1-Nov-10	29-Nov-10	31-Dec-10	Percentage of Budget
ADMINISTRATION													
Office Salaries	5311-101	331,600	41,415	64,693	99,933	-	-	-	-	-	-	-	30.14%
Travel-Staff	5311-102	600	290	308	662	-	-	-	-	-	-	-	110.33%
Office Supplies	5311-104	6,000	-	-	175	-	-	-	-	-	-	-	2.92%
Postage	5311-106	3,000	-	-	7	-	-	-	-	-	-	-	0.23%
Machine Mt/Deprec	5311-107	5,000	800	1,250	1,650	-	-	-	-	-	-	-	33.00%
Building Exp	5311-108	15,000	2,400	3,750	4,950	-	-	-	-	-	-	-	33.00%
Publication	5311-109	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Bid Advertising	5311-110	500	-	122	217	-	-	-	-	-	-	-	43.40%
Setback Admin	5311-113	200	50	50	50	-	-	-	-	-	-	-	25.00%
Telephone	5311-105	3,000	54	291	757	-	-	-	-	-	-	-	25.23%
Data Processing	5311-111	87,609	14,017	20,584	25,955	-	-	-	-	-	-	-	29.63%
Indirect Cost	5311-116	105,889	8,824	17,648	35,296	-	-	-	-	-	-	-	33.33%
Total		558,398	67,851	108,696	169,652	-	-	-	-	-	-	-	30.38%
SUPERVISION													
Salaries/Fringe	5319-100	426,945	47,495	69,507	97,395	-	-	-	-	-	-	-	22.81%
Car Expense	5319-200	50,000	8,000	12,500	16,500	-	-	-	-	-	-	-	33.00%
Other Expense	5319-300	1,000	222	332	448	-	-	-	-	-	-	-	44.80%
Jury Duty	5319-500	1,000	502	502	502	-	-	-	-	-	-	-	50.20%
Training	5319-600-700	24,000	816	1,236	10,945	-	-	-	-	-	-	-	45.60%
Total		502,945	57,035	84,077	125,790	-	-	-	-	-	-	-	25.01%
INTEREST/BONDS													
Insurance (1)	5316-000	93,686	15,019	23,422	30,916	-	-	-	-	-	-	-	33.00%
Radio	5317-400	8,000	1,280	2,000	2,640	-	-	-	-	-	-	-	33.00%
Grand Total		1,163,029	141,184	218,195	328,998	-	-	-	-	-	-	-	28.29%

INSURANCE(1) AT END OF YEAR PART OF COST TRANSFERRED TO MACHINERY FUND
X Estimated

BROWN COUNTY HIGHWAY
COUNTY AID BRIDGE CONSTRUCTION
ANALYSIS FOR YEAR 2010

Balance 1/1/2010	County Levy	District Levy	Total Available	2010 Expenditures	Balance 12/31/2010
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TOWN

Eaton	25,327.10	20,000.00	20,000.00	65,327.10	-	65,327.10
Glenmore	140,530.40	5,000.00	5,000.00	150,530.40	-	150,530.40
Green Bay	125,035.16	30,000.00	30,000.00	185,035.16	-	185,035.16
Holland	378,765.80	-	-	378,765.80	-	378,765.80
Humboldt	51,385.93	-	-	51,385.93	-	51,385.93
Lawrence	138,099.75	12,000.00	12,000.00	162,099.75	-	162,099.75
Ledgeview	230,927.35	-	-	230,927.35	-	230,927.35
Morrison	68,586.11	5,000.00	5,000.00	78,586.11	-	78,586.11
New Denmark	61,048.33	19,000.00	19,000.00	99,048.33	929.15	98,119.18
Pittsfield	245,416.74	20,000.00	20,000.00	285,416.74	-	285,416.74
Rockland	102,314.65	15,000.00	15,000.00	132,314.65	-	132,314.65
Scott	68,956.18	-	-	68,956.18	-	68,956.18
Wrightstown	676,702.39	50,000.00	50,000.00	776,702.39	-	776,702.39

VILLAGE

Ashwaubenon	255,208.87	-	-	255,208.87	-	255,208.87
Bellevue	254,817.25	50,000.00	50,000.00	354,817.25	-	354,817.25
Howard	570,387.02	20,000.00	20,000.00	610,387.02	-	610,387.02
Hobart	69,712.49	15,000.00	15,000.00	99,712.49	-	99,712.49
Suamico	507,124.19	-	-	507,124.19	-	507,124.19

TOTAL	3,970,345.71	261,000.00	261,000.00	4,492,345.71	929.15	4,491,416.56
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2701 Larsen Rd.
Green Bay, WI 54303
Phone 920-496-9010
Fax 920-496-6009
Web www.advancegreenbay.org

Green Bay Area Chamber of Commerce and Advance Boards of Directors April 2010 Benchmark Report

Business Assistance Center, Advance Incubator Development, Regional Collaboration

- One tenant, Life Church graduated into the old SC Grand building; freed up two offices.
- New tenant Nagel & Associates started his lease and moved in.
- 24 total tenants and only 2 open offices.
- Conducted 2 tours this month with prospective tenants.
- Held Welcome Reception for our three latest tenants, IEP Services, Nagel & Associates and N.E.W. Family Care.
- Attended the WBIA Quarterly Board and Membership meeting in Shawano, WI.
- Selected and coordinated the product ordering and install dates of pieces (furniture, equipment, carpet) for the office suites renovation.
- Renewed the leases for two of our tenants.
- Conducted a tour and meeting with Oneida Tribe representative to look at how they could duplicate services for small tribal businesses on the reservation.
- Provided the City of Green Bay with our incubator statistics and success stories as per their request.
- Issued BAC BUZZ newsletter for tenants and BAC Partners.
- Incubator articles written for E-Wire.
- Press releases written on new tenants.

Business Retention/Expansion/Recruitment Goal

- Completed 3 business retention visits.
- Received 23 contacts from companies requesting assistance with their business or business idea.
- SCORE conducted 36 face-to-face counseling sessions and 23 e-mail counseling sessions.
- Met with Green Bay SHRM (Society of Human Resource Managers) organization to promote participation in the 2010-2011 Fox Valley Coalition Wage & Benefit study.
- Met with Fox Cities SHRM president who scrutinized all questions (158) in our current benefit survey and made extensive revisions to provide a better quality document for data entry.
- Researched two locations for industrial prospects, one of which could be accommodated. Four sites were submitted.
- Participated in ICSC Alliance Program planning committee for program to be held in Green Bay in September 2010.
- Performed various administrative duties related to the Brown County Revolving Loan Fund program.
- Researched and provided information to the United Way regarding the transportation needs of businesses for inclusion in a May transportation summit.
- Conducted three Nation Job meetings informing Chamber members of benefits and soliciting program partners.
- Performed various administrative duties related to the 2010-2011 Fact Book.
- Conducted a meeting with a chain grocer related to a new downtown location.
- Performed administrative tasks related to the Maritime Cluster Planning Group and coordinated the next meeting.
- Attended the Wisconsin Idea Exchange and Alliance Program in Madison. Advance sponsored a table at the deal-making session and invited local communities to participate. Advance also sponsored a separate table as part of the Highway 41 Corridor group.





ADVANCE
GREEN BAY AREA
ECONOMIC DEVELOPMENT

- Responded to 5 requests for demographic information from a variety of companies researching the Green Bay market.
- Continued coordination of the business park map update.
- Attended a grant seminar sponsored by Steve Kagen's office.
- Assisted one business in research related to opening a new business in Allouez.
- Conducted research for the creation of additional marketing materials for the Nation Job initiative.

Financial Management/Organizational Enhancement Goal

- Obtained \$60,000 grant from Shopko Foundation for incubator redevelopment program (3 years at \$20,000 each year).
- Received one new annual private sector commitment and one new multiple year commitment.
- Received two multiple year payments and four annual commitment payments.
- Sent requests to four new companies asking them to invest in Advance.
- Village of Ashwaubenon approved \$2,500 of the original request of \$5,514 in public sector funding.
- Received Chamber Finance Committee approval for incubator redevelopment project based on reducing costs to \$115,000 with SMET, KI, and HJ Martin & Sons in-kind contributions.
- Continued efforts to create Brown County "Micro Loan" program with meetings with Associated Bank, Nicolet National Bank, Wells Fargo, and M&I Bank for participation agreements.

Respectfully submitted,

Fred Monique

VP of Economic Development



**STAFF REPORT TO THE
BROWN COUNTY BOARD OF SUPERVISORS
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Progress on the
CTH GV Reconstruction Project Study**

Brown County Planning Commission and Highway Department
June 1, 2010

The following tasks were completed between April 19 and May 24, 2010, for the CTH GV Reconstruction Project Study:

Examine the land uses that are planned for the project corridor.

- Brown County Planning Commission (BCPC) staff is continuing its examination of the area's land use plans to estimate future traffic volumes, trip origins, and trip destinations.

Identify the amount of developable land for each parcel along the project corridor.

- BCPC staff continues to work with the communities to complete this task.

Use the developable land, planned land use, and other information to calculate appropriate assessments for property owners along the project corridor.

- Ledgeview has developed an assessment policy for improvements along the CTH GV corridor, and Bellevue continues to consider assessment options for the corridor.

Identify the sections of CTH GV that require patching or other spot improvements prior to the reconstruction project.

- The Highway Department is in the process of identifying and fixing sections of CTH GV that require patching or other spot improvements.

Proceed with right-of-way acquisition and utility installation along the east side of the CTH GV corridor and around the CTH G intersection.

- The Highway Department has made offers to purchase right-of-way for the CTH GV/CTH G roundabout to seven property owners, and four have accepted the offers. After the remaining offers are accepted, the roundabout's construction will begin. The roundabout is currently scheduled to be completed in the summer or fall of 2010.

Identify the likely location of a new Fox River bridge and street/highway corridor through the Environmental Impact Statement (EIS) process.

- The EIS Lead Agencies (the BCPC, WisDOT, and the Federal Highway Administration) held a public information meeting at Altmayer Elementary School in De Pere on May 18, 2010. BCPC staff presented the four remaining project alternatives, discussed the objectives that the alternatives needed to satisfy to advance to the detailed study phase, and answered questions from the audience. It is estimated that at least 400 people attended the meeting.
- The next steps in the process are to receive formal written concurrence from the EIS Cooperating Agencies and to begin studying the alternatives in greater detail.
- Each of the four alternatives identified by the EIS Lead Agencies includes a CTH GV connection to STH 172.

Apply for and receive the necessary permits from the appropriate state and federal environmental agencies.

- The Brown County Highway Department will apply for the permits as the highway is being designed.

Determine if the reconstructed highway should be four lanes or if another design would be more appropriate.

- This task will be completed at the end of the study.

Monitor the progress of the FEMA floodway/floodplain mapping project and use this information to finalize the highway's design.

- The FEMA floodway/floodplain mapping project is finished, and this information will be used by the Highway Department to finalize the highway's design.

**Brown County Planning, Development, and Transportation Committee Meeting
June 1, 2010**

Tax levy History:

(0.00047%) County	2009 Levy Amount	2010 Levy Amount
Brown	\$ 84,938	\$ 86,355
Door	\$ 34,770	\$ 3,015
Florence	\$ 2,786	\$ 2,745
Kewaunee	\$ 6,801	\$ 6,918
Manitowoc	\$ 23,846	\$ 24,698
Marinette	\$ 17,644	\$ 17,598
Oconto	\$ 17,163	\$ 16,973
Sheboygan	\$ 41,675	\$ 41,943
Total	\$ 229,624	\$ 200,245

Budget Year	Rate	Levy	Revenue	Expenditures
2010 ¹	0.00047000%	\$ 200,245	\$ 1,064,541	\$ 1,046,818
2009 ¹	0.00047000%	\$ 229,624	\$ 1,291,073	\$ 1,223,282
2008 ¹	0.00050000%	\$ 235,780	\$ 1,392,333	\$ 1,132,442
2007 ²	0.00050000%	\$ 218,948	\$ 1,113,757	\$ 1,088,316
2006 ²	0.00060000%	\$ 227,309	\$ 947,421	\$ 961,406
2005 ²	0.00055400%	\$ 196,192	\$ 847,901	\$ 902,231
2004 ²	0.00055400%	\$ 183,132	\$ 826,756	\$ 909,723
2003 ²	0.00078900%	\$ 231,641	\$ 956,764	\$ 951,929
2002 ²	0.00082000%	\$ 224,894	\$ 1,016,537	\$ 1,002,846
2001 ²	0.00085495%	\$ 213,686	\$ 947,577	\$ 932,512
2000 ²	0.00089356%	\$ 206,838	\$ 906,018	\$ 917,930
1999 ²	0.00093000%	\$ 194,678	\$ 995,234	\$ 977,069
1998 ²	0.00100000%	\$ 202,974	\$ 716,197	\$ 712,633
1997 ²	0.00110000%	\$ 220,032	\$ 755,661	\$ 703,671

Meetings and Communications:

- On July 24th, Commission staff met with Brown County Planning staff to discuss partnership opportunities and areas for the Commission to help Brown County.
- On July 27th, the Executive Director provided a report to the Brown County Planning, Development and Transportation Committee on Commission activities in Brown County.
- Commission staff participated in a meeting of the Brown County Planning Commission Transportation Subcommittee on August 13th.
- Commission staff met with Brown County Planning staff on September 22nd to continue discussion on potential 2010 projects.

- Commission staff met on January 20th with the Central Brown County Water Authority members to discuss planning initiatives along the Manitowoc to the Green Metropolitan Area.
- January 25th Brown County Planning, Development & Transportation Committee meeting to provide an update of 2009 and 2010 Commission activities in Brown County.
- On January 28th, the Executive Director and staff met with the Brown County Director of Planning (and staff) to review and coordinate ongoing work program projects for 2010.

Projects from the Past 12 Months:

- Oneida Nation of Wisconsin Multi-Hazard Mitigation Plan
- EPA "Climate Showcase Communities" grant application in partnership with Brown County and Neighborworks Green Bay.
- Brown County Municipal Foresters EAB Work Group
- Lower Fox Basin Partnership
- Brown County Shoreline Waterfront Redevelopment Steering Committee
- Assisted in submitting a grant proposal for the City of De Pere for potential funding under the Wisconsin Coastal Management Program
- Pavement surveys for the Town of Holland and Town of Green Bay
- Planning/zoning assistance to the Village of Wrightstown
- Planning and zoning assistance to the Town of Ledgeview
- Neville Public Museum -Niagara Escarpment exhibit and Wine festival
- Visioning session hosted by the De Pere Chamber of Commerce's to prepared their downtown development plan
- Sustainability forum in De Pere
- Baird Creek Foundation changing subdivision regulations and the impact on the Baird Creek corridor
- Brown County Waterfront Plan Advisory Committee
- 2009 Comprehensive Economic District Strategy for the Bay-Lake District
- Economic Panel for the Oneida Nation Economic Summit on March 17th
- International Trade Advisory Committee (Advance)
- Economic Impact Report for the Port of Green Bay for the 2009 Shipping Season
- Economic Development Administration grant application for Advance
- Brown County community land use....starting May 2010
- EIS assistance for the southern by-pass (archeologist RFP)
- Working lands assistance
-

Potential New Projects:

- Brownfields Area-Wide Planning Pilot Program
- UWGB Multi-Hazards Mitigation Plan
- Brown County Hazards Mitigation Plan Update
-

PLANNING COMMISSION

Brown County



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CHUCK LAMINE, AICP

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WEB SITE www.co.brown.wi.us/planning

PLANNING DIRECTOR

MEMORANDUM

DATE: May 25, 2010

TO: Planning, Development & Transportation Committee

FROM: Chuck Lamine, AICP
Planning Director

A handwritten signature in black ink, appearing to read "Chuck Lamine".

RE: Brown County Withdrawal from the Bay-Lake Regional Planning Commission in 2011

Due to challenges with the Brown County budget, uncertain financial viability of the Bay-Lake Regional Planning Commission (BLRPC), and limited project and program performance largely associated with financial and staffing resource issues on the part of BLRPC, I have concluded that Brown County funding for the BLRPC in 2011 is an expense that we can no longer afford. In 2010, Brown County membership fees to the BLRPC totaled \$86,355. This represented 22% of our total levy expenditures (\$389,795) for our Planning budget or 9.5% of our total Planning budget (\$906,303). Over the past two years, the Brown County Planning and Land Services Department has eliminated two Senior Planner positions (Mike Parmentier in 2009 and Jon Motquin in 2010), we left a Sanitary Inspector position vacant in our Zoning division for three years, and we have taken on the responsibilities of a Geographic Information System (GIS) Technician position that was eliminated from the Land and Water Conservation Department. We have accomplished this by applying Lean Management techniques to improve processes, increase efficiencies, and reduce costs.

On May 5, 2010, the Brown County Planning Commission Board of Directors approved the following two motions:

- **Approved Motion 1:** Brown County should withdraw from the Bay-Lake Regional Planning Commission in 2011.
- **Approved Motion 2:** If the County Board chooses to not withdraw from the Bay-Lake Regional Planning Commission, the BCPC Board of Directors recognizes the importance of regional planning and recommends that funding for the Bay-Lake Regional Planning Commission membership dues be provided from a different county department budget such as the County Executive's.



I have reviewed the list provided by Rich Heath, Interim Executive Director of the Bay-Lake Regional Planning Commission, of services to Brown County over the last year and I am confident that the Brown County Planning Commission staff will be able to adequately provide these services. Communities within Brown County who have contracted for local assistance planning from BLRPC will still have the option to contract with BLRPC or other private consultants.

I am providing you with the procedural information for Brown County to withdraw as a member of the Bay-Lake Regional Planning Commission. Wisconsin Statutes 66.0309 (16) states the following:

A local unit may withdraw from a regional planning commission at the end of any fiscal year by a two-thirds vote of the members-elect of the governing body taken at least 6 months prior to the effective date of such withdrawal. However, such unit shall be responsible for its allocated share of the contractual obligations of the regional planning commission continuing beyond the effective date of its withdrawal.

For Brown County to withdraw its membership for 2011, the County Board will need to take action by June 30, 2010. This requires that this issue be brought to the June 1, 2010, meeting of the Planning, Development, and Transportation Committee and, if approved by the committee, to the June 16, 2010, meeting of the County Board.

CL:lw

cc: Tom Hinz, County Executive

~~Rich Heath, Interim Executive Director Bay-Lake Regional Planning Commission~~

June 16, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION OF WITHDRAWAL BY BROWN COUNTY FROM
THE BAY-LAKE REGIONAL PLANNING COMMISSION

WHEREAS, Brown County has been a member of the Bay-Lake Regional Planning Commission and was assessed a 2010 participation fee of \$86,355 for such participation, which is determined by valuation of Brown County; and

WHEREAS, Wisconsin counties are facing budgetary challenges; and

WHEREAS, the Brown County Planning Commission Board of Directors at a meeting on May 5, 2010, voted to recommend that Brown County withdraw from the Bay-Lake Regional Planning Commission; and

WHEREAS, the Brown County Board of Supervisors has determined that Brown County should withdraw from the Bay-Lake Regional Planning Commission upon the recommendation of the Brown County Planning, Development and Transportation Committee; and

WHEREAS, Section 66.0309 (16) of the Wisconsin Statutes requires a unit of government, such as Brown County, in order to make a decision for withdrawal from the Bay-Lake Regional Planning Commission, must enact a resolution of withdrawal prior to July 1, 2010, for withdrawal to be effective for the calendar year 2011 by a two-thirds vote of the members-elect of its governing body.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors does hereby elect to withdraw Brown County from the Bay-Lake Regional Planning Commission effective January 1, 2011, pursuant to Section 66.0309 (16) of the Wisconsin Statutes.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Brown County
Planning
Budget Status Report

4/30/2010

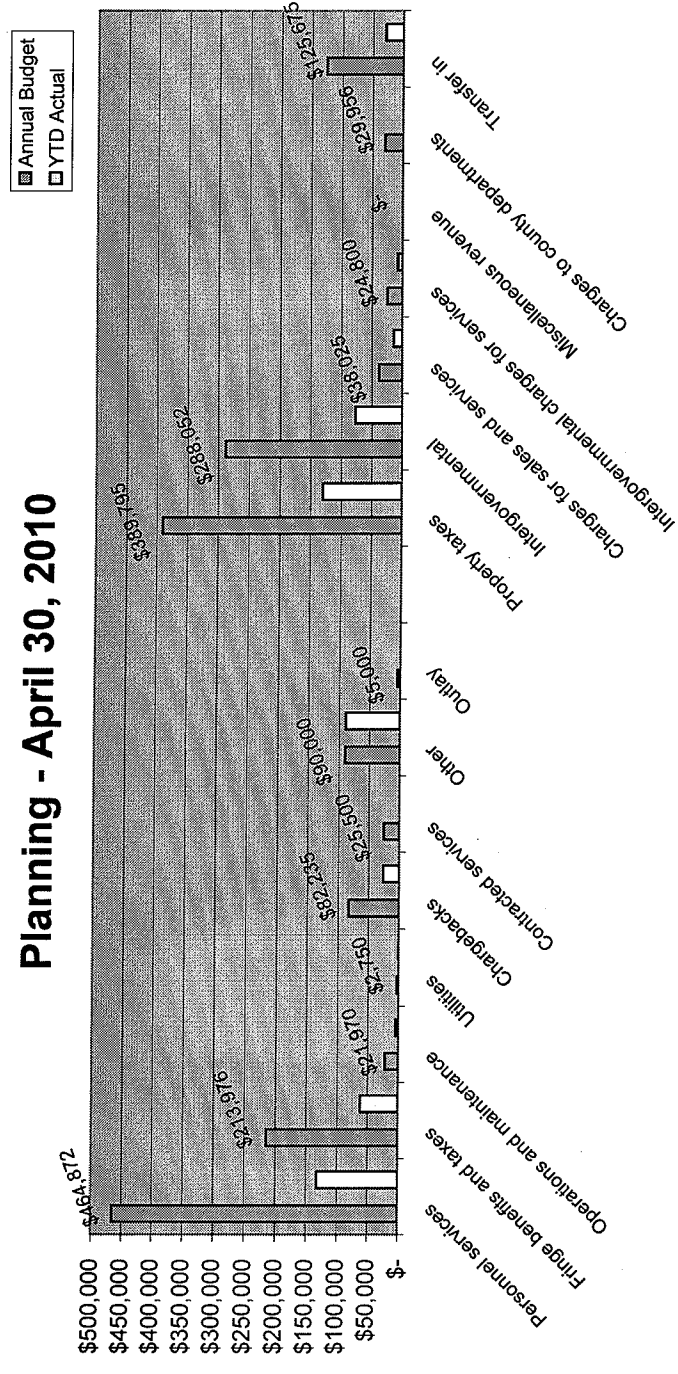
	Annual Budget	YTD Actual
Personnel services	\$ 464,872	\$ 132,559
Fringe benefits and taxes	\$ 213,976	\$ 62,200
Operations and maintenance	\$ 21,970	\$ 4,853
Utilities	\$ 2,750	\$ 537
Chargebacks	\$ 82,235	\$ 26,011
Contracted services	\$ 25,500	\$ -
Other	\$ 90,000	\$ 88,855
Outlay	\$ 5,000	\$ -
Property taxes	\$ 389,795	\$ 129,932
Intergovernmental	\$ 288,052	\$ 76,747
Charges for sales and services	\$ 38,025	\$ 14,301
Intergovernmental charges for services	\$ 24,800	\$ 7,730
Miscellaneous revenue	\$ -	\$ 32
Charges to county departments	\$ 29,956	\$ -
Transfer in	\$ 125,675	\$ 28,829

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - April 30, 2010



PROPERTY LISTING

Brown County



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JIM WALLEN

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PROPERTY LISTER

2009 Property Listing Annual Report and Summary of Current Activities

- The majority of our efforts for the entire year are dedicated to producing the annual assessment roll and related maps. The 2010 work rolls and maps were completed and available to the local assessors on January 15, two weeks ahead of our annual target date. Development of this product involves review, collection, indexing and mapping of all land related documents and maps necessary to produce the annual tax roll.
- **Page 3** shows parcel growth since 1992. **Page 4** tracks parcel totals by district. The graph on **Page 5** illustrates various parcel activity levels over the last five years. And **Page 6** is a tabular list of activities for 2009.
- The Real Estate Transfer Return fee was down significantly this past year. (See page 7). This was due to falling home sale prices as well as fewer sales. This fee is collected in the Register of Deeds Office but Property Listing provides much of the related service the fee is intended for.
- Property Listing is charged with performing a verification process online for the Wisconsin Department of Revenue (WDOR) on each electronic Real Estate Transfer Return (eRETR). In 2009 Brown County staff designed a new process which the WDOR adopted and implemented statewide. It saved us over 90% of the cost in labor that we previously expended doing the verification. Use of the eRETR is mandatory by law and will be relied on heavily for the Integrated Parcel Assessment System (IPAS) being developed by the WDOR. This verification process ensures that the data the WDOR is using to develop revenue sharing, school aids etc. is accurate.
- In addition to all the recorded land related documents our division reviews all condominium plats, subdivision plats, and certified survey maps prior to recording for compliance to state and local ordinances. This is a fee based service and provides valuable quality control for local development projects.



Recent Initiatives and Projects

- We maximized staff efficiency by utilizing our Property Listing employee skills for GIS activities. We make daily updates to the county's GIS system including:
 1. All new parcels edits and reconfiguration of existing parcels and related data.
 2. New streets vacated and abandoned roads.
 3. Mapped private roads which are not on parcel base map but important to Public Safety.
 4. Maintain the county wide addressing including addressing point placement on maps.
 5. Constructed condominium polygons in GIS for ease of searching.
 6. Mapped and labeled annexations, TIF districts, special districts.
 7. Developed the edit command menu in Arc which greatly automated CAD to GIS conversion.
 8. Assisted the Planning office with a GIS sidewalk inventory project.
- We accomplished the required GIS training in house with very little cost. Additional training will be needed in the future as these systems grow.
- We are proud of staff accomplishments related to GIS processing. I believe we are a leader in the entire state for employing a process that did not require new employees but took advantage of existing skill sets. To their credit there were never any union issues brought up related to additional duties etc. Our staff is outstanding in that regard.
- We are also continuing necessary base map quality control edits. This was never done at the time of the preliminary base map completion in 2003 due to staff cuts.
- We are cutting our teeth on yet another release of AutoCAD.

PARCELS BY YEAR FOR BROWN COUNTY

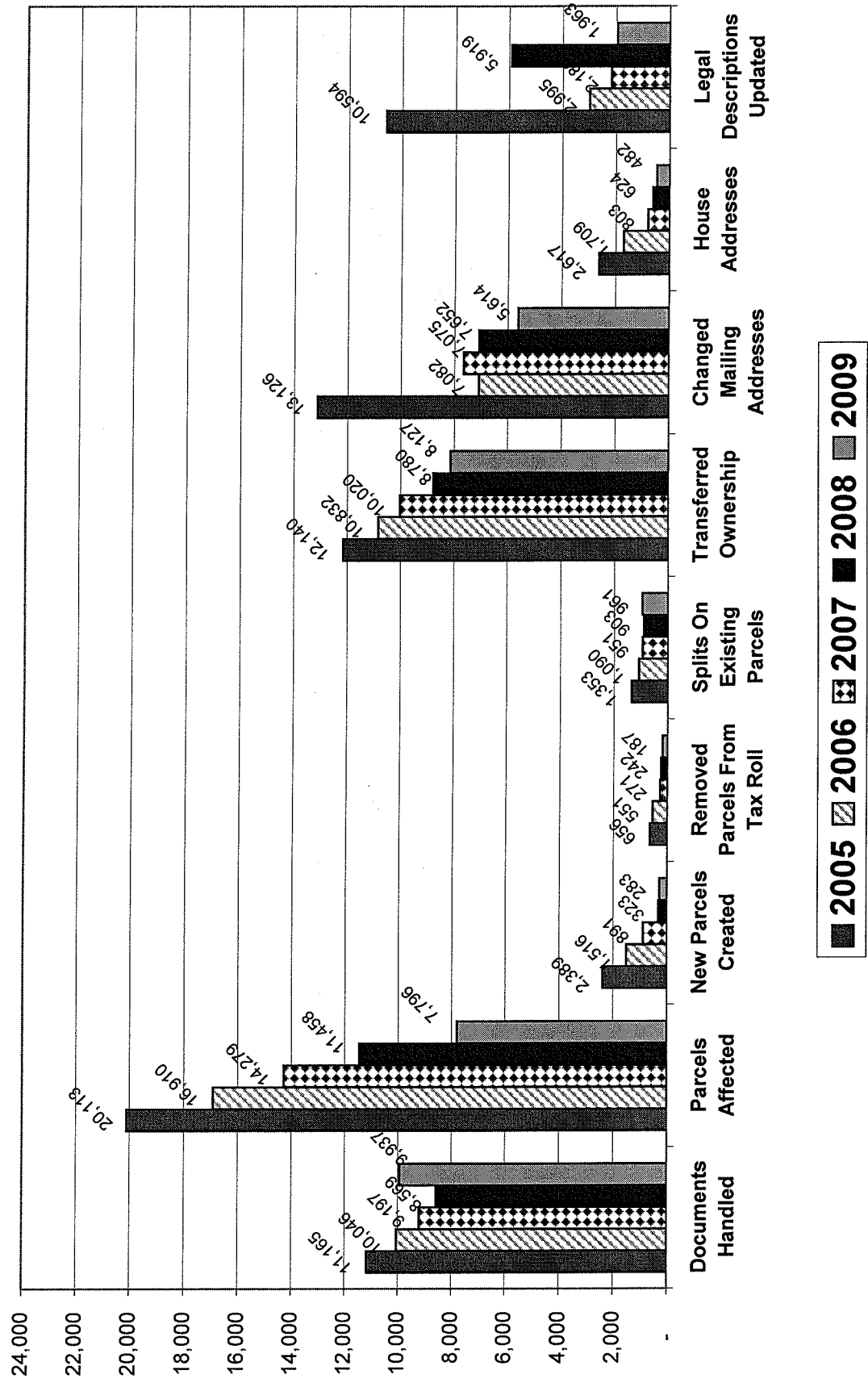
(This represents the number of parcels at the start of each assessment year)

<u>YEAR</u>	<u>TOTAL</u>	<u>INCREASE</u>
1992	81,207	
		1,157
1993	82,364	
		1,405
1994	83,769	
		791
1995	84,564	
		1,189
1996	85,753	
		1,035
1997	86,788	
		678
1998	87,466	
		1,382
1999	88,848	
		1,290
2000	90,138	
		1,145
2001	91,283	
		786
2002	92,069	
		1,082
2003	93,151	
		1,740
2004	94,891	
		1,708
2005	96,599	
		1,726
2006	98,325	
		969
2007	99,294	
		580
2008	99,874	
		86
2009	99,960	
		96
2010	100,056	

PARCEL DISTRICT TOTALS FOR 2006-2009

DISTRICT	# PARCELS 2006	# PARCELS 2007	# PARCELS 2008	# PARCELS 2009	CHANGE	% OF CHG
ALLOUEZ	5,413	5,411	5,440	5,442	2	0.04%
BELLEVUE	4,726	4,726	4,789	4,815	26	0.54%
LEDGEVIEW	2,487	2,624	2,651	2,654	3	0.11%
EATON	988	997	1,007	1,019	12	1.19%
GREEN BAY	1,611	1,619	1,623	1,625	2	0.12%
GLENMORE	949	950	951	961	10	1.05%
HOBART	3,286	3,298	3,384	3,399	15	0.44%
HOLLAND	1,213	1,215	1,222	1,224	2	0.16%
HUMBOLDT	962	966	968	995	27	2.79%
LAWRENCE	1,764	1,923	2,031	2,060	29	1.43%
MORRISON	1,267	1,269	1,273	1,276	3	0.24%
NEW DENMARK	1,199	1,200	1,200	1,203	3	0.25%
PITTSFIELD	1,612	1,621	1,625	1,636	11	0.68%
ROCKLAND	1,003	987	997	997	-	0.00%
SCOTT	2,239	2,240	2,287	2,290	3	0.13%
SUAMICO	5,514	5,664	5,672	5,652	(20)	-0.35%
VILLAGE ASHWAUBENON	6,354	6,506	6,577	6,595	18	0.27%
VILLAGE DENMARK	954	959	954	957	3	0.31%
VILLAGE HOWARD	6,857	6,933	6,945	6,935	(10)	-0.14%
VILLAGE PULASKI	1,192	1,222	1,225	1,225	-	0.00%
VILLAGE WRIGHTSTOWN	1,143	1,151	1,154	1,178	24	2.08%
WRIGHTSTOWN	1,477	1,493	1,504	1,525	21	1.40%
	54,210	54,974	55,479	55,663	184	0.33%
E. DE PERE	4,410	4,478	4,540	4,547	7	0.15%
W. DE PERE	3,796	3,826	3,842	3,829	(13)	-0.34%
	8,206	8,304	8,382	8,376	(6)	-0.07%
CITY OF GREEN BAY (WEST)	17,667	17,643	17,632	17,640	8	0.05%
CITY GREEN BAY (EAST)	18,242	18,373	18,381	18,377	(4)	-0.02%
	35,909	36,016	36,013	36,017	4	0.01%
TOTAL PARCELS	98,325	99,294	99,874	100,056	182	0.18%

Parcel Activity 2005-2009



PROPERTY LISTING

Brown County



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PROPERTY LISTER

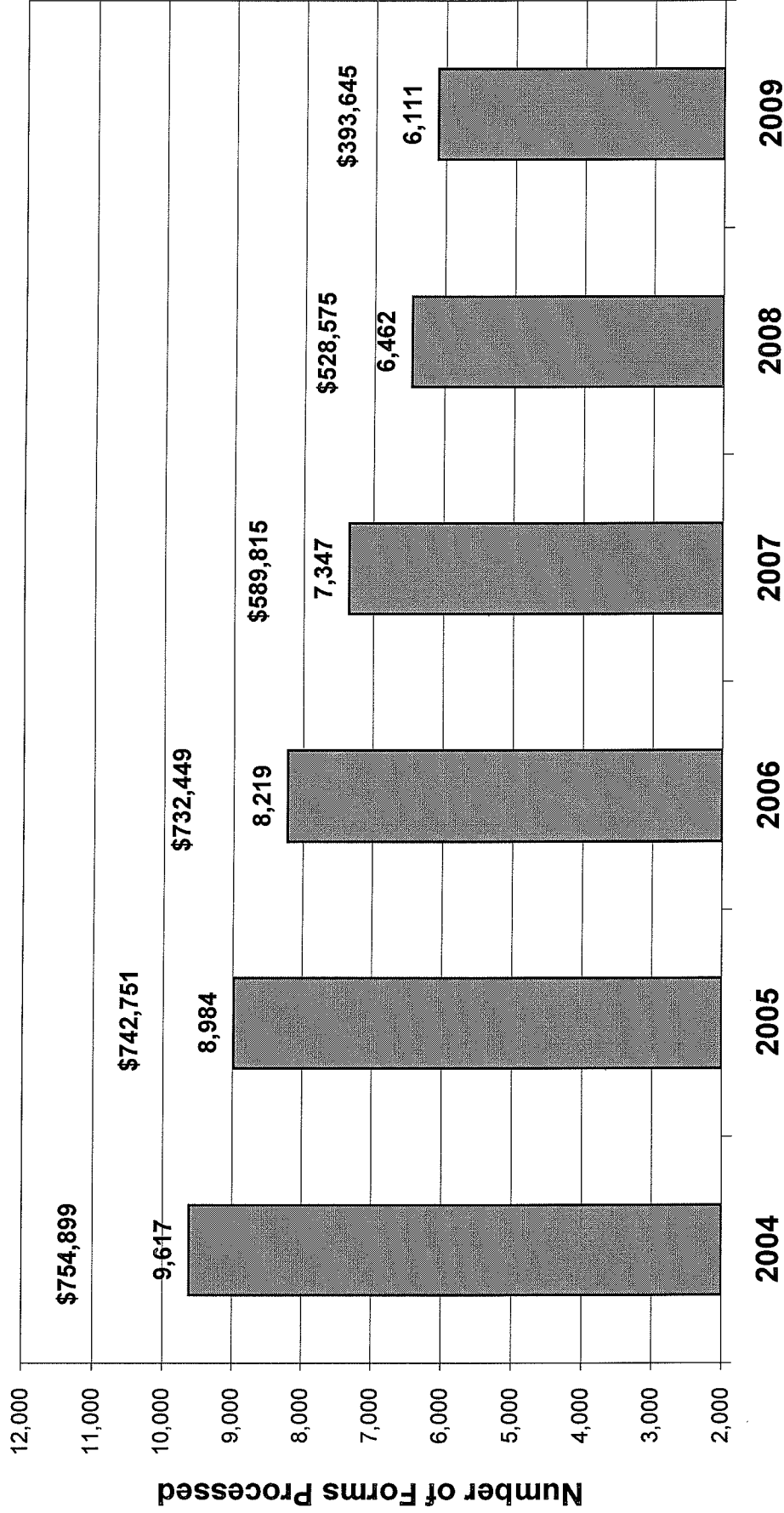
June 1, 2010

**2009 PARCEL ACTIVITY REPORT
TO THE PLANNING DEVELOPMENT & TRANSPORTATION
COMMITTEE**

The following is a list of the accomplishments and statistics for the calendar year 2009.

1. Handled **9,937** recorded documents that affected **7,796** tax parcels. These resulted in **150,156** changes to our tax roll data.
2. Increased the overall parcel count in Brown County by **96** parcels. This does not take into account the parcels we removed throughout the year via combination certified survey maps (csm's), removals, or annexations.
3. Total county parcel count is now **100,056**.
4. Created **283** new tax parcels, mostly via subdivisions, csm's and condos.
5. Processed **6,111** real estate transfer forms. The fees paid on these forms brought in **\$393,645** in revenue for Brown County.
6. Removed **187** parcels from tax roll either through combining with other parcels, platting, annexed, or purchased as right of way.
7. Processed a parcel split on **961** existing parcels.
8. Transferred ownership on **8,127** parcels.
9. We corrected **424** owner names.
10. Changed **5,614** mailing addresses.
11. Added or corrected **482** property addresses.
12. Placed **133** parcels on notice for tax status check.
13. Changed **1,476** parcels related to TIF districts and created two new districts.
14. Wrote or updated **1,963** legal descriptions on the tax rolls.
15. Updated the assessment acreage on two tax districts equaling **7,105** parcels to match the computer acreages on the base map.
16. Oversaw **130,276** valuation changes.

Real Estate Transfer Activity 2004-2009 Forms Processed / Fees Collected



NOTE: The County retains 20% of the fee and the remaining 80% is passed on to the State.

2009 Annual Report for the Survey Division

33 corner ties were signed and put on file.

Those corners control approximately 2,900 acres (8.5 square miles) of Brown County. That area contains approximately 1,500 tax parcels which have a land value of \$127,400,000 and improved value of \$251,400,000.

234 miscellaneous surveys, 94 certified survey maps (CSMs), and 11 subdivision plats were received, indexed, and placed on file.

47 preliminary CSMs and 4 plats were checked for compliance with state and county requirements. Those reviews took 168 hours. About half way through the year, Jim took over reviewing CSMs and plats so I could spend time researching and computing lost and obliterated corners.

9 formal data requests were received and filled.

In September of 2009 we received new GPS equipment. The new equipment has made us much more efficient than I expected it would. The learning curve was surprisingly short. Currently it tracks US and Russian satellites and when the European Galileo system becomes operational it will track their satellites too. Having more satellites available allows acceptable observations in areas with obstructed views to the horizon. Initialization or locking onto the satellites is much quicker than the old equipment. Wireless communication between the components eliminates the cables which were the biggest maintenance cost of the old equipment. This system allows us to use the Wisconsin Department of Transportation's virtual reference system. Using the virtual reference system frees us from having to set up and take down a base station at the beginning and end of each session. Maps and other data sets are now available using the new survey controller which makes us more productive. With the additional productivity, the payback through time savings and reduced truck use will be shorter than I originally calculated. Without the new equipment I would still be collecting data to compute corner positions for the Wisconsin Department of Transportation USH 41 project and we have been able to immediately respond to calls alerting us to corners in jeopardy. Twice we have worked on preserving corners where earth moving equipment was waiting to rework the monument area immediately after getting the call. With the old equipment there would have been at least one day lag time before we would have gotten to the site and we would not have gotten there in time to work on the

corner. The new equipment is much more portable. When we used the old equipment the receiver was lashed to the back of the truck and we used 30' of cable to connect the antenna. With that arrangement the truck had to be within 30' of the point we wanted to measure. When working on roads it required moving the truck from one side of the pavement to the other several times to measure points. The new equipment is self contained so we can park the truck and walk between points. The result is less moving the truck around in traffic and less mileage.

Wisconsin Department of Transportation USH 41 project

In 2009 the Wisconsin Department of Transportation requested information on corners controlling the Public Land Survey System lines affecting the upcoming USH 41 reconstruction project. That request included 79 corners that will have to be remonumented. As part of the request, the state agreed to pay \$28,000 toward the work to reset and monument the corners. Private Claim corners and Fort Howard Military Reserve corners constitute the bulk of the corners needed. In order to reestablish and verify the requested corners, the location of another 131 had to be determined. To date we have located over 1,200 points and topographic features to support determining the location of the corners, setting the corners, and locating information to draw the Certified Land Corner sheets.

When all the computed corners are monumented, virtually all the Private Claim lines on the west side of the Fox River will be monumented.

Brown County
Property Listing
Budget Status Report

4/30/2010

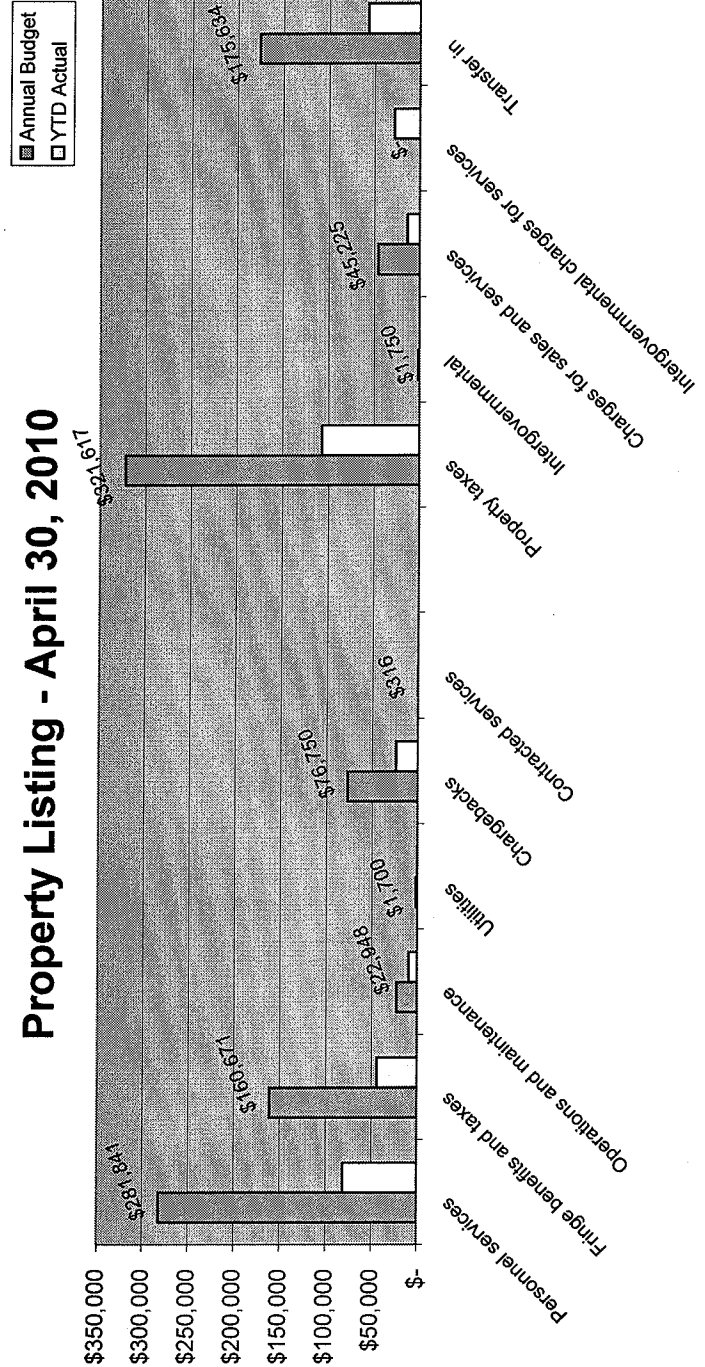
	Annual Budget	YTD Actual
Personnel services	\$ 281,841	\$ 81,197
Fringe benefits and taxes	\$ 160,671	\$ 43,954
Operations and maintenance	\$ 22,948	\$ 9,296
Utilities	\$ 1,700	\$ 373
Chargebacks	\$ 76,750	\$ 24,050
Contracted services	\$ 316	\$ -
Property taxes	\$ 321,617	\$ 107,206
Intergovernmental	\$ 1,750	\$ -
Charges for sales and services	\$ 45,225	\$ 13,588
Intergovernmental charges for services	\$ -	\$ 28,000
Transfer in	\$ 175,634	\$ 56,681

HIGHLIGHTS:

Expenditures: All expenditures are within anticipated levels. We may need to exceed supplies for an ongoing survey project that would have offsetting revenue.

Revenues: Budgeted revenues are at or above projections. We also have \$28,000 in unanticipated revenue from a WisDOT project that we were able to take on due to our new GPS equipment.

Property Listing - April 30, 2010



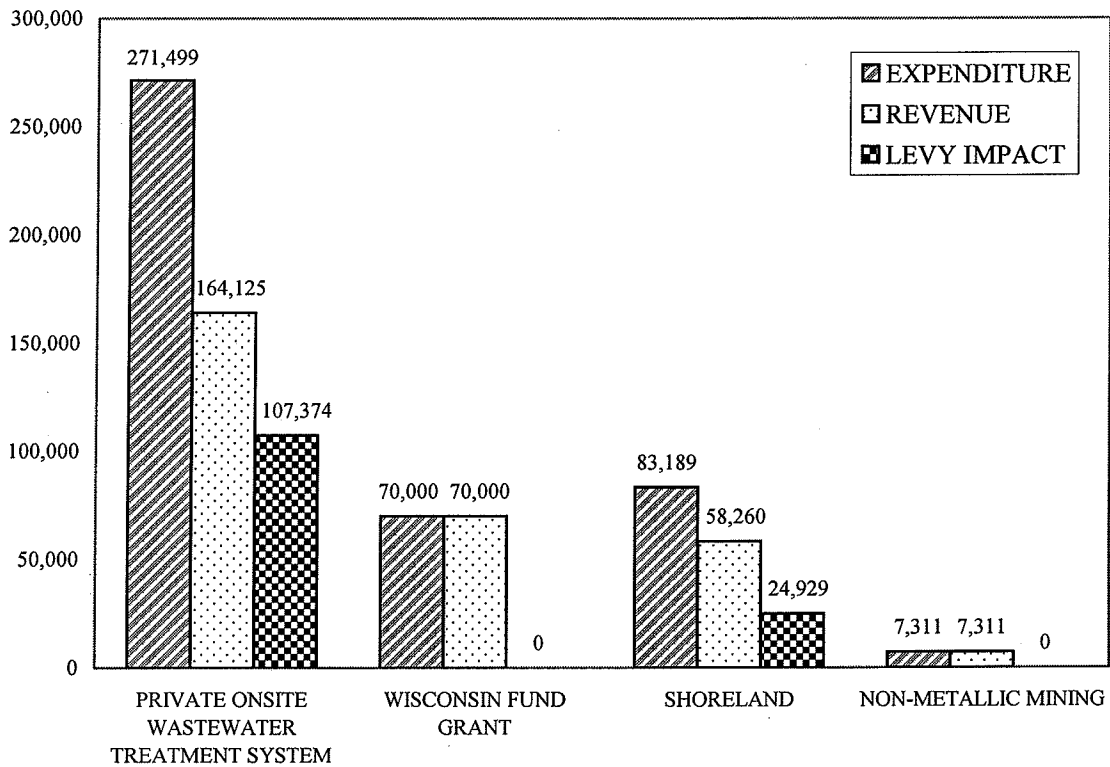
BROWN COUNTY ZONING

2009 ANNUAL REPORT

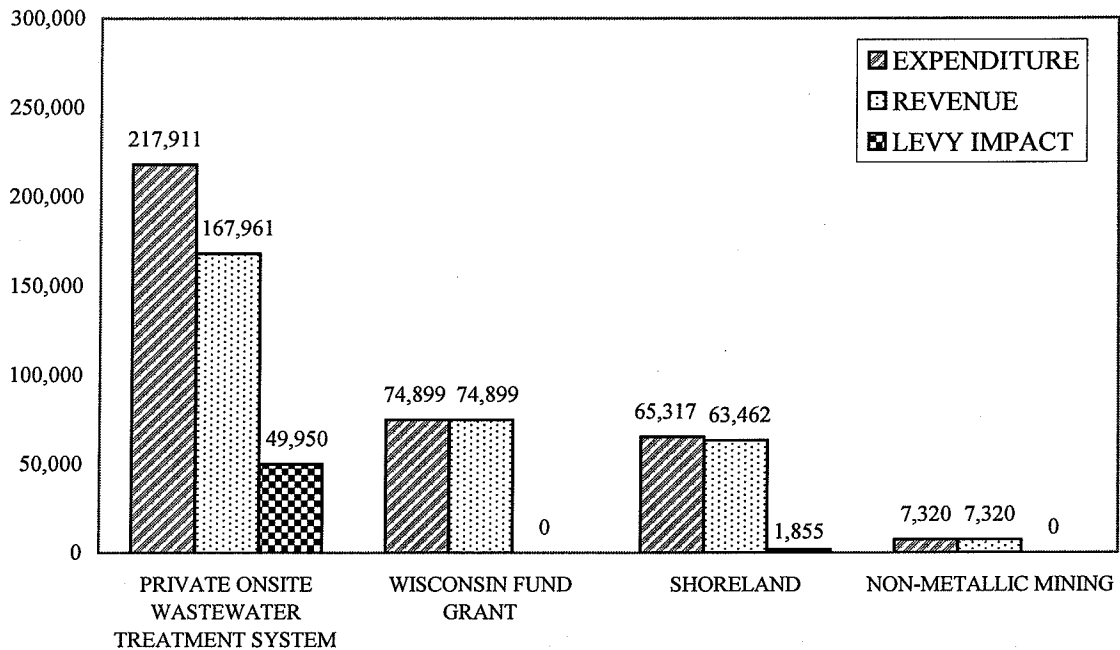
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Holding tank pumping report.....	7
Property transfer inspections and maintenance program.....	8
Shoreland permits issued.....	9
Inspections.....	10

**2009 ADOPTED BUDGET
EXPENDITURE/REVENUE/LEVY IMPACT
PER PROGRAM**



**2009 ACTUAL BUDGET
EXPENDITURE/REVENUE/LEVY IMPACT
PER PROGRAM**



2009 SANITARY PERMITS ISSUED

MUNICIPALITY	PRESSURE		GRAVITY FLOW		HOLDING TANKS		TOTALS
	NEW	REPL.	NEW	REPL.	NEW	REPL.	
TOWN OF EATON	5	5	0	0	1	0	11
TOWN OF GLENMORE	2	7	0	0	0	0	9
CITY OF GREEN BAY	0	0	0	0	0	1	1
TOWN OF GREEN BAY	6	3	0	0	0	0	9
VILLAGE OF HOBART	2	3	1	5	1	2	14
TOWN OF HOLLAND	0	2	0	0	0	0	2
TOWN OF HUMBOLDT	2	6	0	0	0	1	9
TOWN OF LAWRENCE	2	1	0	2	0	0	5
TOWN OF LEDGEVIEW	1	2	0	0	0	0	3
TOWN OF MORRISON	0	4	0	0	0	0	4
TOWN OF NEW DENMARK	5	6	0	1	1	4	17
TOWN OF PITTSFIELD	2	1	0	2	0	2	7
TOWN OF ROCKLAND	2	1	1	0	0	0	4
TOWN OF SCOTT	0	1	0	0	0	1	2
VILLAGE OF SUAMICO	5	6	5	1	0	2	19
TOWN OF WRIGHTSTOWN	6	4	0	0	0	0	10
TOTALS	40	52	7	11	3	13	126

1 permit was issued for reconnection of a private onsite wastewater treatment system (POWTS).

3 permits were issued to renew sanitary permits.

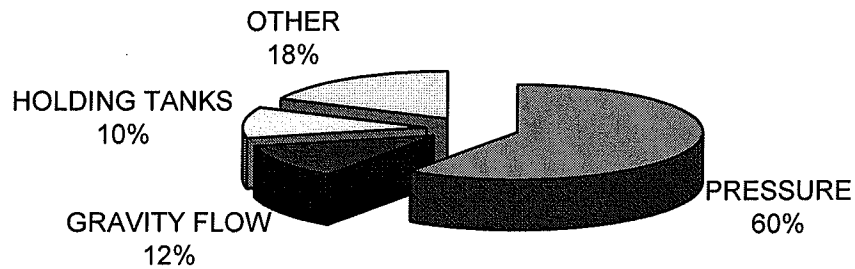
17 permits were issued for replacement of POWTS tanks.

5 permits were issued for replacement of POWTS soil absorption fields.

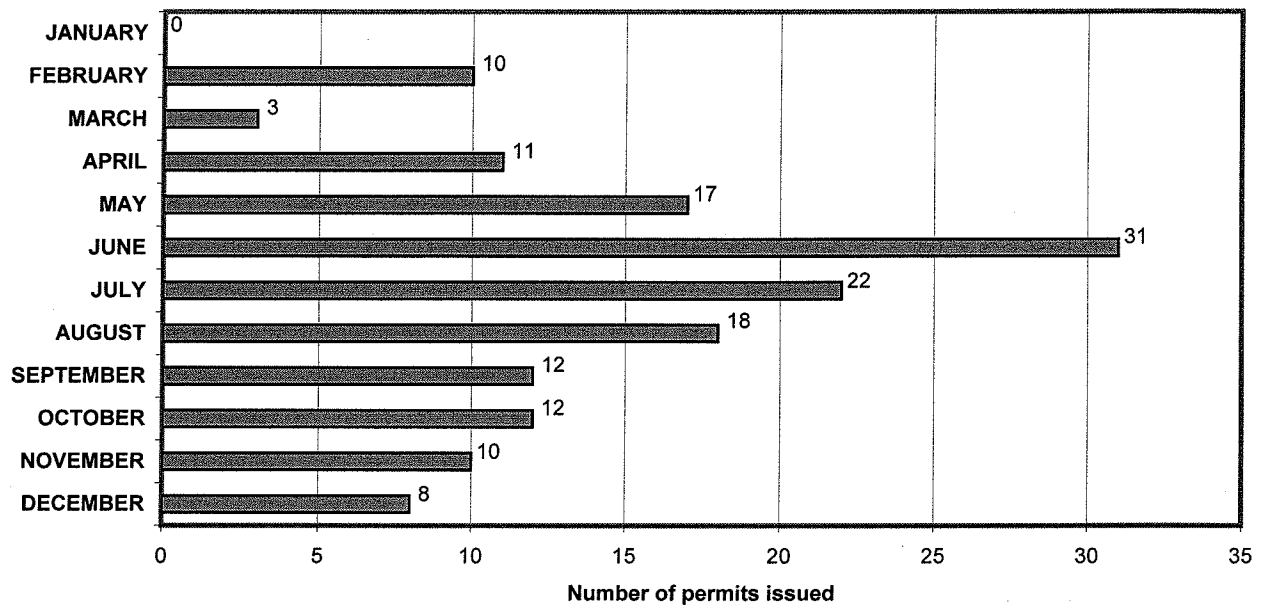
2 permits were issued for aerobic treatment units to rehabilitate failing POWTS.

154 sanitary permits were issued in 2009.

2009 SANITARY PERMITS ISSUED BY TYPE OF SYSTEM



2009 SANITARY PERMITS ISSUED BY MONTH



GRAVITY FLOW ONSITE WASTE SYSTEMS
INSTALLED AS OF DECEMBER 31, 2009

MUNICIPALITY	NUMBER INSTALLED
VILLAGE OF BELLEVUE	36
VILLAGE OF DENMARK	1
CITY OF DE PERE	1
TOWN OF EATON	140
TOWN OF GLENMORE	120
CITY OF GREEN BAY	60
TOWN OF GREEN BAY	264
VILLAGE OF HOBART	729
TOWN OF HOLLAND	145
VILLAGE OF HOWARD	241
TOWN OF HUMBOLDT	134
TOWN OF LAWRENCE	93
TOWN OF LEDGEVIEW	91
TOWN OF MORRISON	282
TOWN OF NEW DENMARK	253
TOWN OF PITTSFIELD	669
TOWN OF ROCKLAND	147
TOWN OF SCOTT	94
VILLAGE OF SUAMICO	1,592
TOWN OF WRIGHTSTOWN	152
VILLAGE OF WRIGHTSTOWN	17
TOTAL	5,261

PRESSURE ONSITE WASTE SYSTEMS
INSTALLED AS OF DECEMBER 31, 2009

MUNICIPALITY	NUMBER INSTALLED
VILLAGE OF ASHWAUBENON	1
VILLAGE OF BELLEVUE	45
VILLAGE OF DENMARK	2
CITY OF DE PERE	3
TOWN OF EATON	338
TOWN OF GLENMORE	216
CITY OF GREEN BAY	32
TOWN OF GREEN BAY	214
VILLAGE OF HOBART	286
TOWN OF HOLLAND	180
VILLAGE OF HOWARD	29
TOWN OF HUMBOLDT	200
TOWN OF LAWRENCE	391
TOWN OF LEDGEVIEW	152
TOWN OF MORRISON	147
TOWN OF NEW DENMARK	287
TOWN OF PITTSFIELD	197
TOWN OF ROCKLAND	376
TOWN OF SCOTT	114
VILLAGE OF SUAMICO	342
TOWN OF WRIGHTSTOWN	352
VILLAGE OF WRIGHTSTOWN	24
TOTAL	3,928

HOLDING TANKS
INSTALLED AS OF DECEMBER 31, 2009

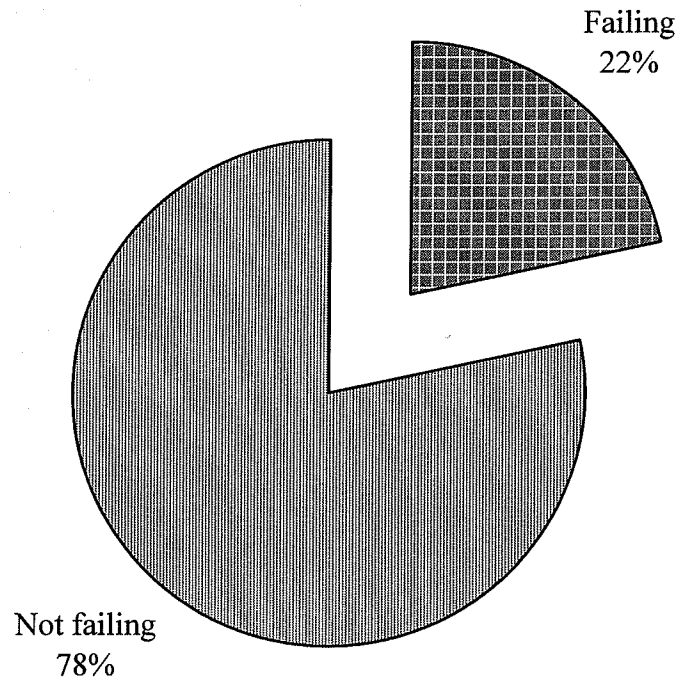
MUNICIPALITY	NUMBER INSTALLED
VILLAGE OF ALLOUEZ	1
VILLAGE OF BELLEVUE	58
VILLAGE OF DENMARK	5
CITY OF DE PERE	12
TOWN OF EATON	104
TOWN OF GLENMORE	94
CITY OF GREEN BAY	38
TOWN OF GREEN BAY	82
VILLAGE OF HOBART	122
TOWN OF HOLLAND	40
VILLAGE OF HOWARD	82
TOWN OF HUMBOLDT	142
TOWN OF LAWRENCE	107
TOWN OF LEDGEVIEW	98
TOWN OF MORRISON	40
TOWN OF NEW DENMARK	66
TOWN OF PITTSFIELD	34
VILLAGE OF PULASKI	1
TOWN OF ROCKLAND	68
TOWN OF SCOTT	49
VILLAGE OF SUAMICO	132
TOWN OF WRIGHTSTOWN	98
VILLAGE OF WRIGHTSTOWN	7
TOTAL	1,480

2000 - 2009 HOLDING TANK PUMPING REPORT

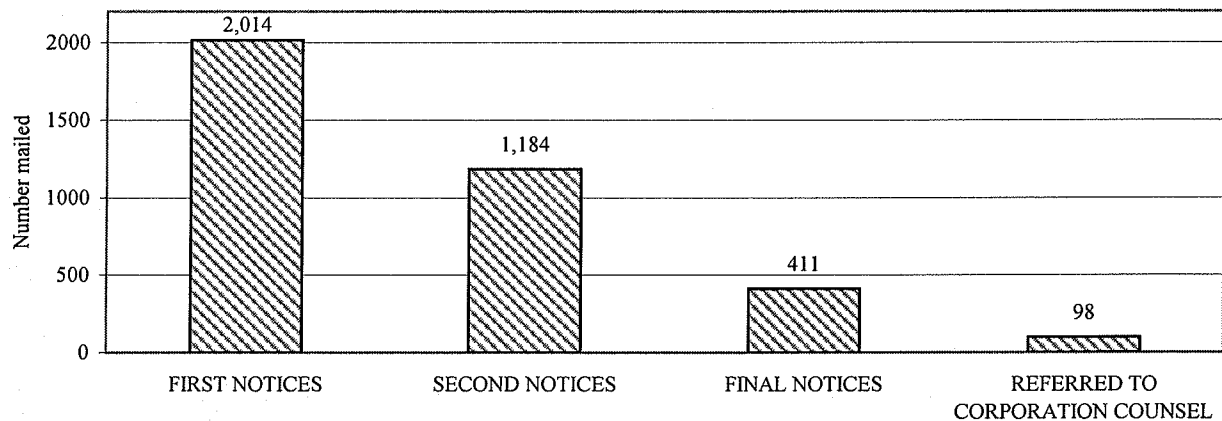
MUNICIPALITY	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
VILLAGE OF ALLOUEZ	7,500	12,500	12,500	10,000	12,500	12,500	7,500	5,000	10,000	7,500
VILLAGE OF BELLEVUE	2,486,600	2,439,750	2,503,800	2,614,202	2,625,500	2,205,100	964,600	852,400	788,800	956,600
VILLAGE OF DENMARK	0	0	0	0	17,900	22,700	14,000	50,500	47,000	40,000
CITY OF DE PERE	713,800	405,400	348,100	332,000	253,500	239,000	225,300	193,100	189,900	141,600
TOWN OF EATON	2,081,750	2,137,400	2,198,175	2,074,700	1,949,150	2,008,750	2,181,550	1,909,250	1,983,100	1,971,600
TOWN OF GLENMORE	3,139,450	3,861,100	3,380,900	4,259,300	5,861,256	4,454,100	4,784,700	5,752,100	6,961,300	7,301,700
CITY OF GREEN BAY	1,564,800	1,439,602	1,235,300	1,226,700	1,234,200	1,044,900	1,116,500	672,008	569,063	674,244
TOWN OF GREEN BAY	1,901,800	2,014,500	1,524,200	1,517,200	1,574,300	1,628,846	1,652,783	1,616,362	1,694,100	1,590,535
VILLAGE OF HOBART	2,847,800	2,850,600	3,025,100	2,539,850	2,774,851	2,556,907	2,511,265	2,631,796	1,821,156	2,515,593
TOWN OF HOLLAND	589,800	638,700	586,800	563,000	634,100	593,200	576,400	513,100	642,800	515,300
VILLAGE OF HOWARD	2,443,100	2,456,200	2,548,600	2,776,700	2,764,170	2,845,370	2,927,095	2,787,684	1,470,331	2,722,835
TOWN OF HUMBOLDT	2,751,352	2,760,363	2,627,475	2,534,773	2,519,127	2,416,478	2,503,668	2,243,300	2,128,400	2,313,400
TOWN OF LAWRENCE	2,678,350	2,454,605	2,956,600	2,896,600	3,073,135	2,973,906	3,101,475	2,659,400	2,573,300	2,577,000
TOWN OF LEDGEVIEW	5,466,850	5,414,750	5,594,050	4,651,500	3,990,900	3,807,100	3,757,050	2,566,100	2,680,400	2,522,100
TOWN OF MORRISON	680,800	685,600	776,800	790,500	834,800	817,600	761,800	796,500	836,200	841,203
TOWN OF NEW DENMARK	1,367,600	1,354,400	1,513,400	1,388,600	1,430,604	1,410,600	1,884,300	1,846,800	1,872,200	2,008,800
TOWN OF PITTSFIELD	1,884,000	2,068,500	1,427,400	1,447,400	1,886,219	1,806,348	1,929,889	1,978,337	1,771,761	1,683,947
VILLAGE OF PULASKI	0	0	0	0	0	0	0	35,800	22,573	20,630
TOWN OF ROCKLAND	1,970,200	1,986,400	1,959,500	1,797,300	1,887,700	1,788,200	1,756,900	1,659,780	1,620,150	1,657,953
TOWN OF SCOTT	1,129,200	1,174,100	1,083,500	1,141,900	951,046	1,018,791	1,045,498	1,030,309	852,874	842,190
VILLAGE OF SUAMICO	2,231,450	2,394,801	2,567,700	2,757,300	2,762,327	4,025,874	2,379,765	2,377,046	1,684,467	2,308,161
TOWN OF WRIGHTSTOWN	2,128,500	2,213,600	2,115,300	1,906,500	1,759,100	1,916,200	1,797,600	1,840,500	2,030,800	2,004,357
VILLAGE OF WRIGHTSTOWN	104,600	122,200	65,800	102,400	102,400	131,800	131,000	148,800	151,600	127,400
TOTAL GALLONS PUMPED	40,169,302	40,885,071	40,051,000	39,328,425	40,898,785	39,724,270	38,010,638	36,165,972	34,402,275	37,344,648
NUMBER OF HOLDING TANKS	1,499	1,506	1,499	1,482	1,503	1,518	1,510	1,499	1,502	1,480

PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM PROPERTY TRANSFER INSPECTION PROGRAM

Of the 46 out of 50 parcels that complied with Ch. 11.21(1):
10 of the systems were failing
36 of the systems did not meet the statutory definition of a failing system



PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM MAINTENANCE PROGRAM

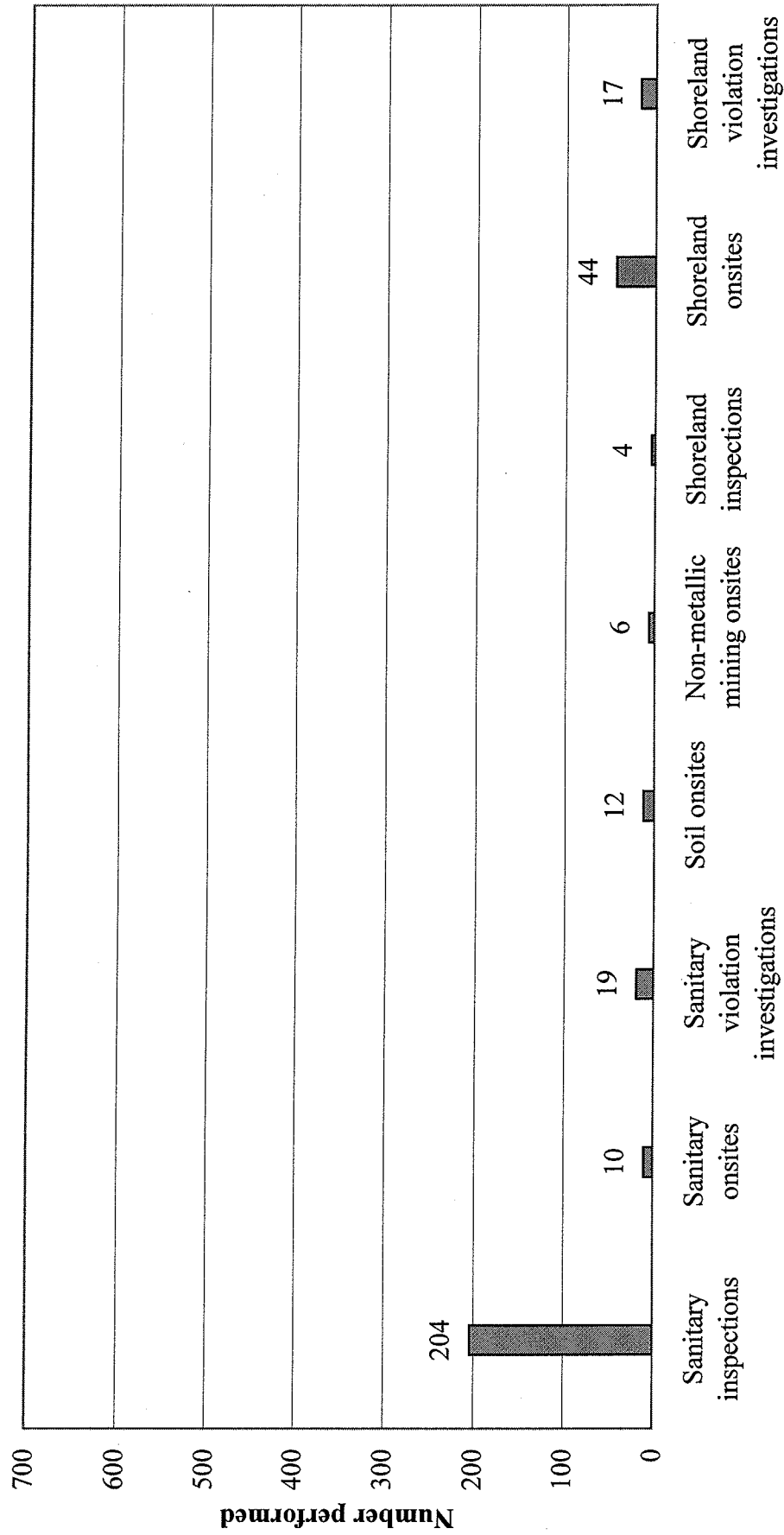


2009 SHORELAND PERMITS

MUNICIPALITY	RESIDENTIAL			RESIDENTIAL IN FLOODPLAIN			FILLING, GRADING & EXCAVATING 1			FILLING, GRADING & EXCAVATING 2			FILLING, GRADING & EXCAVATING 3			ACCESSORY STRUCTURE			ADDITIONS			ADDITIONS IN FLOODPLAIN			COMMERCIAL, INDUSTRIAL OR MANUFACTURING			APARTMENTS			APARTMENTS IN FLOODPLAIN			TOTAL PERMITS
BELLEVUE	19	0	0	3	0	0	6	7	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37	37		
EATON	2	0	0	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	5			
GLENMORE	2	0	0	4	0	0	0	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	6			
GREEN BAY	1	0	0	1	0	0	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	4			
HOBART	0	0	0	2	0	0	0	4	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7			
HOLLAND	1	0	0	1	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5			
HUMBOLDT	0	0	0	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3			
LAWRENCE	11	0	0	3	0	0	1	3	2	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	22	17			
LEDGEVIEW	11	0	0	2	0	0	1	4	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	17			
MORRISON	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1			
NEW DENMARK	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3	2			
PITTSFIELD	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2			
ROCKLAND	0	0	0	4	1	0	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	7			
SCOTT	1	1	0	2	0	0	0	14	4	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	19			
WRIGHTSTOWN	2	0	0	2	0	0	0	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	7			
TOTALS	51	1	1	30	1	12	43	15	1	2	1	159	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	159	139			

NOTE: 139 permits were issued with 159 items based on the fee schedule. Of the 159 items, 17 were after-the-fact.

2009 INSPECTIONS



Brown County

Zoning

Budget Status Report

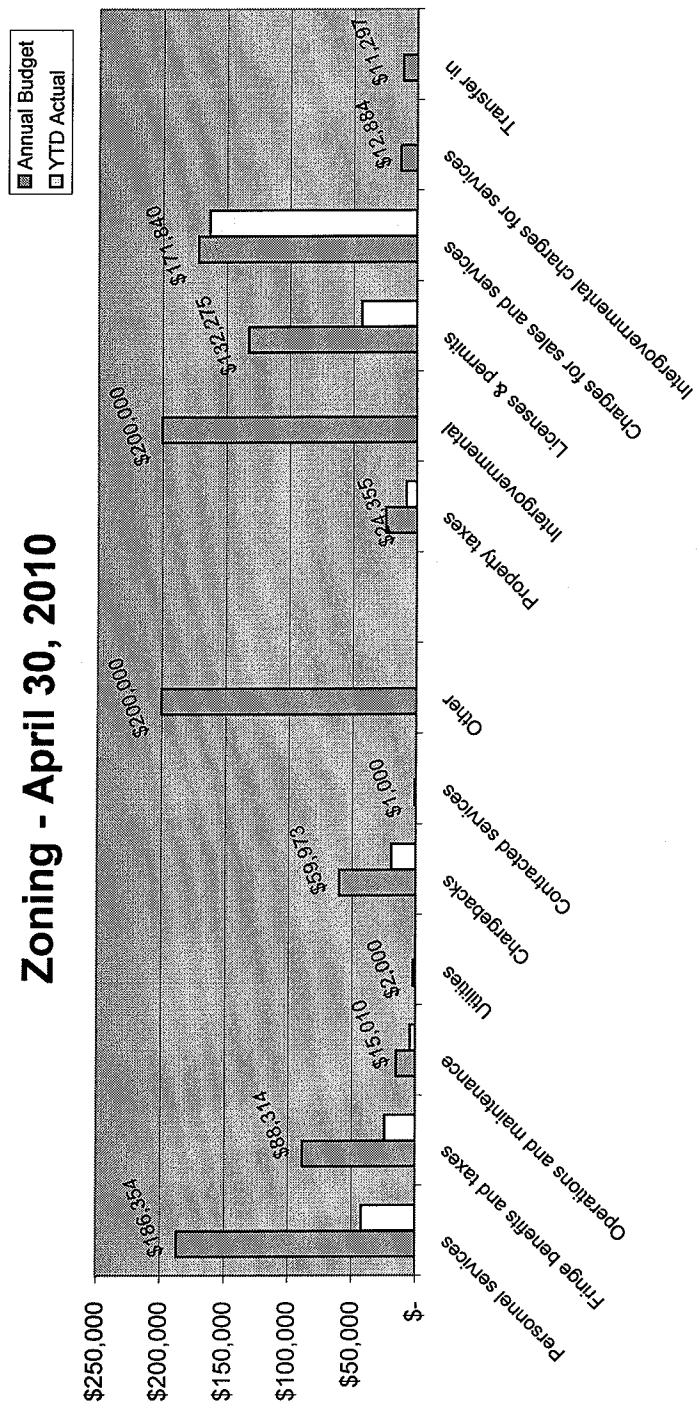
4/30/2010

	Annual Budget	YTD Actual
Personnel services	\$ 186,354	\$ 42,075
Fringe benefits and taxes	\$ 88,314	\$ 23,959
Operations and maintenance	\$ 15,010	\$ 4,411
Utilities	\$ 2,000	\$ 318
Chargebacks	\$ 59,973	\$ 19,042
Contracted services	\$ 1,000	\$ 35
Other	\$ 200,000	\$ -
Property taxes	\$ 24,355	\$ 8,118
Intergovernmental	\$ 200,000	\$ -
Licenses & permits	\$ 132,275	\$ 43,325
Charges for sales and services	\$ 171,840	\$ 163,117
Intergovernmental charges for services	\$ 12,884	\$ -
Transfer in	\$ 11,297	\$ -

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: Permits and public charges are progressing at our anticipated rate.

Zoning - April 30, 2010

Brown County
Port & Solid Waste
Solid Waste Area Budget Status Report
Through April 30, 2010

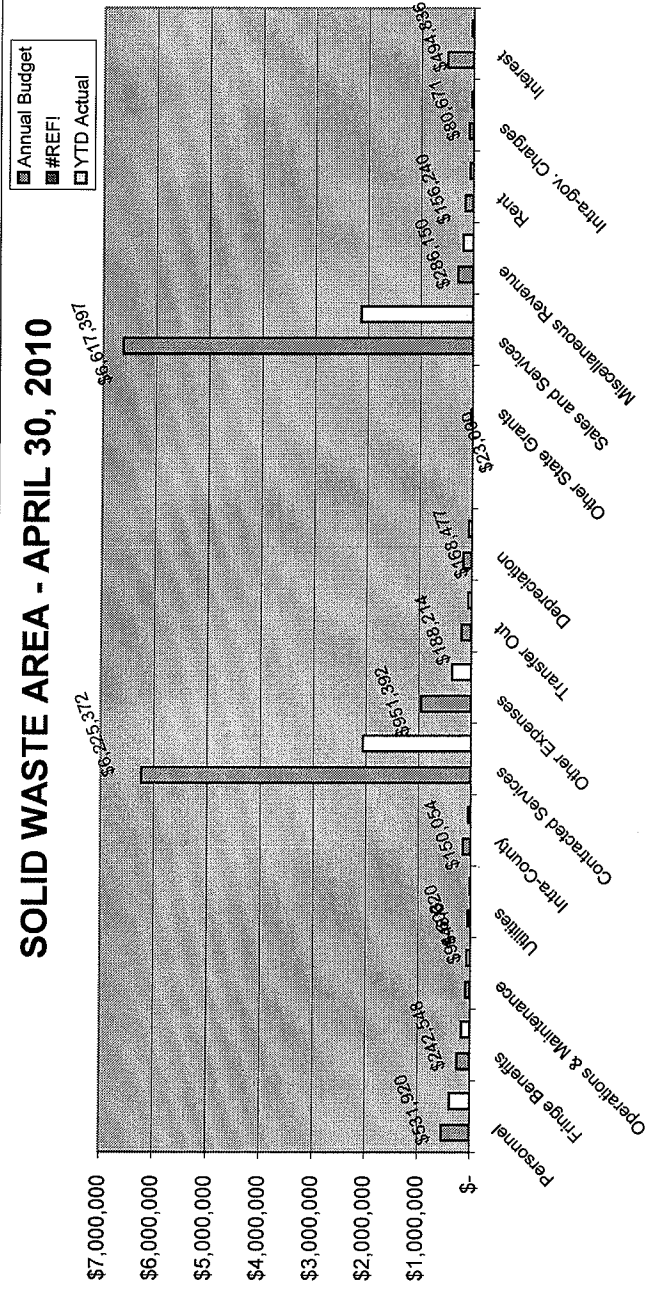
	Annual Budget	YTD Actual
Personnel	\$ 531,920	\$ 386,651
Fringe Benefits	\$ 242,548	\$ 166,233
Operations & Maintenance	\$ 94,503	\$ 68,822
Utilities	\$ 48,620	\$ 15,073
Intra-County	\$ 150,054	\$ 48,414
Contracted Services	\$ 6,225,372	\$ 2,053,550
Other Expenses	\$ 951,392	\$ 359,749
Transfer Out	\$ 188,214	\$ 62,738
Depreciation	\$ 168,477	\$ 62,509
Other State Grants	\$ 23,000	\$ -
Sales and Services	\$ 6,617,397	\$ 2,125,249
Miscellaneous Revenue	\$ 286,150	\$ 192,511
Rent	\$ 156,240	\$ 59,564
Intra-gov. Charges	\$ 80,671	\$ 26,892
Interest	\$ 494,836	\$ 35,728

HIGHLIGHTS:

Expenses: Vehicle and Grounds Repairs are up due to MRF Front End Loader and building. New Transfer Station Contract begun mid-year is more expensive than budgeted. Recycling market have lowered the amount the County reimburses to recycling customers in Other Expenses.

Revenues:

SOLID WASTE AREA - APRIL 30, 2010



Brown County
Port & Solid Waste
Port Area Budget Status Report
Through April 2010

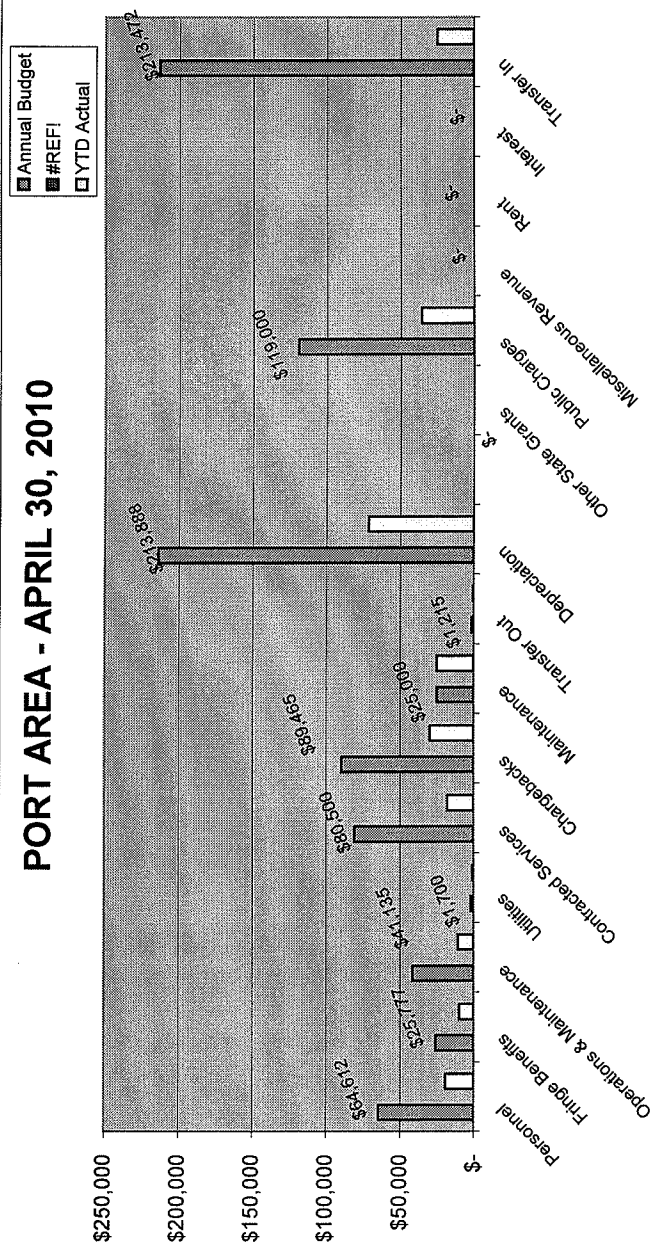
	Annual Budget	YTD Actual
Personnel	\$ 64,612	\$ 19,257
Fringe Benefits	\$ 25,777	\$ 9,657
Operations & Maintenance	\$ 41,135	\$ 10,471
Utilities	\$ 1,700	\$ 723
Contracted Services	\$ 80,500	\$ 17,783
Chargebacks	\$ 89,465	\$ 29,676
Maintenance	\$ 25,000	\$ 25,000
Transfer Out	\$ 1,215	\$ 405
Depreciation	\$ 213,888	\$ 71,296
Other State Grants	\$ -	\$ -
Public Charges	\$ 119,000	\$ 35,733
Miscellaneous Revenue	\$ -	\$ -
Rent	\$ -	\$ -
Interest	\$ -	\$ -
Transfer In	\$ 213,472	\$ 25,000

HIGHLIGHTS:

Expenses: Memberships to Amer. Asso of Port Authorities, Asso Great Lakes Ports.
Travel to Wash. DC for Congress. Lob
bying. Contracted Services for HWY dept.
Bay port cell reconstruction and Hwy 41
embankment study.

Revenues: Public Charges include dockwall
leases and foreign trade zone revenues.

PORT AREA - APRIL 30, 2010



June 16, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING
CHANGE IN TABLE OF ORGANIZATION
PORT AND SOLID WASTE

WHEREAS, the current Port and Solid Waste table of organization includes 1.0 FTE Recycling Manager and 1.0 FTE Facility Manager; and

WHEREAS, the Recycling Manager is currently vacant due to a resignation; and

WHEREAS, a study was completed by Human Resources in conjunction with Port and Solid Waste that determined recycling program responsibilities have decreased due to the transfer to Outagamie County; however, some recycling program duties remain in addition to increased responsibilities in the Household Hazardous Waste program plus increased projects with the Port; and

WHEREAS, it was determined by Human Resources and Port and Solid Waste that a Facility Manager would better serve the needs of the department; and

WHEREAS, after a thorough review by Human Resources and Port and Solid Waste, the following changes to the table of organization are recommended; and

WHEREAS, Human Resources and Port and Solid Waste recommend the deletion of (1.0) FTE Recycling Manager and the creation of 1.0 FTE Facility Manager; and

WHEREAS, the cost of the Facility Manager would be funded 65% by Solid Waste and 35% by Port; and

WHEREAS, the Planning, Development & Transportation Committee and Executive Committee concur with the above proposed changes to the Port and Solid Waste table of organization.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that it hereby approves the deletion of (1.0) FTE Recycling Manager and the creation of 1.0 FTE Facility Manager in the Port and Solid Waste table of organization.

BE IT FURTHER RESOLVED, the cost of the Facility Manager will be funded 65% by Solid Waste and 35% by Port.

**Fiscal Impact Salary and Fringe Benefits
For the Period of 5/01/10 – 12/31/10**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Recycling Manager	(1.0)	Deletion	(\$36,077)	(\$13,075)	(\$49,152)
Facility Manager	1.0	Addition	<u>\$37,160</u>	<u>\$13,467</u>	<u>\$50,627</u>
Total Fiscal Impact			<u>\$ 1,083</u>	<u>\$ 392</u>	<u>\$ 1,475</u>

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Submitted by Human Resources and Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

HUMAN RESOURCES DEPARTMENT MEMO

TO: Debbie Klarkowski
Human Resources Manager

FROM: Lisa Younk
Human Resources Analyst

DATE: May 11, 2010

SUBJECT: Department Reorganization at Port and Solid Waste

I. Introduction:

Due to the resignation of the Brown County Recycling Manager, a vacant administrative position exists within the Port and Solid Waste Department. The Human Resources Department met with the Port and Solid Waste Director to review the potential to reorganize the Port and Solid Waste Department. The position reorganization would include deleting 1 FTE Recycling Manager position and creating a second (restructured) FTE Facility Manager position. The following factors contribute to the need for this change:

1. Recycling program responsibilities have decreased due to transfer to Outagamie County.
2. Outagamie County wants responsibility for marketing of processed recycled materials.
3. Recycling customer maintenance, billing, and education remain in Brown County.
4. Increased responsibility in Household Hazardous Waste program.
5. Increased projects with the Port- over 13 years of projects are currently known.
6. Port is willing to contribute 35% of the cost of this position

II. Research Completed

1. Discussion with Charles Larscheid, Port and Solid Waste Director
2. Review of current job descriptions
3. Review of proposed job description
4. Review of percent of position for assigned, actual, and proposed responsibilities

III. Current Structure

The Recycling Manager (1 FTE) currently is responsible for:

1. Coordinating the operations of the Recycling and Household Hazardous Waste Programs
2. Marketing processed recycled materials
3. Supervising recycling and household hazardous waste contracts
4. Assists in development and optimization of county recycling and household hazardous waste strategies
5. Promotes community interest and participation in recycling and household hazardous waste programs
6. Initiates, negotiates, monitors and maintains cooperative agreements with other entities
7. Develops and ensures adherence to Materials Recycling Facility and Household Hazardous Waste Facility safety plans and procedures
8. Day-to-day maintenance of the Materials Recycling Facility and Household Hazardous Waste Facility

The Facility Manager (1 FTE) is currently responsible for:

1. Managing maintenance and grounds at landfills, Waste Transfer Station, and Materials Recycling Facility.
2. Coordinates related engineering, construction, and environmental monitoring projects
3. Plans long-term solid waste handling goals and strategies
4. Plans, develops, and enforces Waste Transfer Station policies and procedures
5. Assists with equipment selection & maintenance
6. Monitors compliance with State regulations for and Waste Transfer Station and Materials Recycling Facility
7. Initiates, negotiates & monitors solid waste disposal agreements with other entities
8. Develops and ensures adherence to Waste Transfer Station safety plans and procedures
9. Supervises engineering consultants and construction contractors for Waste Transfer Station and Materials Recycling Facility
10. Represents Brown County to media & public; Acts as liaison to other entities

IV. **Proposed Structure**

The Facility Manager (2 FTEs) will be responsible for:

1. Plans, develops, and monitors projects in the Solid Waste and Port areas
2. Manages maintenance and grounds of the Waste Transfer Station, Recycling Transfer Station, Household Hazardous Waste facility, Recycling Program, East Landfill Gas to Energy Facility, Bay Port, Renard Isle and Cat Islands
3. Coordinating related engineering, construction, and environmental monitoring
4. Planning long-term solid waste handling goals and strategies
5. Plans, develops and enforces Recycling and Waste Transfer Station policies and procedures
6. Assists with equipment selection and maintenance
7. Monitors compliance with State regulations for Port and Solid Waste facilities
8. Coordinates operations of facilities with other entities; builds and maintains effective working relationships with same
9. Initiates, negotiates & monitors agreements with other entities
10. Develops and ensures adherence to facility safety plans and procedures
11. Supervises engineering consultants and construction contractors for port, solid waste, recycling, household hazardous waste, and related projects
12. Represents Brown County to media & public; Acts as liason to other entities
(see attached proposed job description)

V. **Recommendation**

The majority of the Recycling Manager duties are no longer performed due to the transfer of recycling to Outagamie County. There are increased responsibilities for the Port and Household Hazardous Waste programs. The current one (1) FTE does not allow for adequate coverage of the Facility Manager responsibilities.

Re-distribution of duties has been thoroughly considered by the Port and Solid Waste Director, addressing both the current needs and long-term plan for the Port and Solid Waste department. The possibility of duties being absorbed by current staff, hiring part-time employees, and contract labor have all been considered and rejected due to inefficiency and negative fiscal impact on the department and County.

The cost of this position will be shared with the Port. The Solid Waste department will incur 65% of the cost of salary and fringe (\$51,356), with the Port agreeing to cover 35% of the cost (\$27,653).

It is recommended to delete one (1) FTE Recycling Manager, update the job description for Facility Manager as proposed, and increase that position to two (2) FTE's. A fiscal impact statement is attached.

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: FACILITY MANAGER – PORT AND SOLID WASTE
REPORTS TO: DIRECTOR OF PORT AND SOLID WASTE
DEPARTMENT: PORT AND SOLID WASTE
BARGAINING UNIT: ADMINISTRATIVE

JOB SUMMARY:

Manages projects in the Solid Waste and Port areas of the Port and Solid Waste Department. Manages operations and contracts associated with the Waste Transfer Station, the Recycling Transfer Station, the Household Hazardous Waste Facility, the Recycling Program, the East Landfill Gas To Energy Facility, Bay Port, Renard Isle and the Cat Islands Contained Disposal Facilities. Coordinates related engineering, construction and environmental monitoring projects; plans long term solid waste handling goals and strategies; represents the County relative to adopted policies.

ESSENTIAL DUTIES:

Plans, develops and enforces policies and procedures for the Recycling and Waste Transfer Stations to ensure smooth daily operations.

Assists in the evaluation and selection of equipment; oversees maintenance and monitors environmental data and plans activities to comply with state regulations for the Port and Solid Waste facilities.

Coordinates operations of facilities with county municipalities; builds and maintains effective working relationships with the same.

Initiates, negotiates, monitors and maintains agreements with local governments, businesses and institutions.

Develops and ensures adherence to facility safety plans and procedures.

Assists in the evaluation and selection of County employees or contractors.

Supervises engineering consultants and construction contractors during planning, siting, design and construction of port, solid waste, recycling, household hazardous waste and related projects.

Represents Brown County and promotes county policies and procedures to the media and public; acts as a liaison to municipalities, citizens and government agencies; speaks to citizens about solid waste issues; projects a positive and professional image of Brown County.

Assists the Port and Solid Waste Director in preparation of the annual budget.

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Landfill gas blowers and flares
All-terrain vehicles
Snowmobile
Gas and flow meters
Computer
General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Physical Science, Engineering or Earth Sciences, Public Administration or a related field plus two (2) years of experience in solid waste management; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills and Abilities:

Knowledge of the principles, practices, techniques and economics of solid waste, recycling, household hazardous waste or commercial port management.

Knowledge of engineering construction inspection, design and construction techniques.

General knowledge of State and federal solid waste, recycling or waterborne commerce regulations.

Knowledge of environmental chemistry (preferred but not required).

Knowledge of basic geology, biology, and physics (preferred).

Knowledge of analytical techniques (preferred).

Knowledge of general office procedures.

Knowledge of and ability to utilize a computer especially Excel and Word and other required software.

Ability to communicate effectively both orally and in writing.

Ability to work with minimal direction.

Ability to establish and achieve long-range goals and objectives and to plan, organize and work towards their implementation.

Ability to establish and maintain effective working relationships with officials, staff and the public.

Ability to bale and sample well and adjust gas extraction and combustion system.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Intermittent standing, walking and sitting with occasional driving.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances and under a variety of light conditions.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 2/23/04

Revised: 4/23/10

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

2010 Fiscal Impact Calculation
For the Period 5/1/10 - 12/31/10
(Delete 1.0 FTE Recycling Manager, Add 1.0 FTE Facility Manager)

Fiscal Impact for the period 5/1/10 to 12/31/10:

	Facility Manager	Recycling Manager	Diff
2010 Salary (5/1/10 - 12/31/10)	\$ 37,160.00	\$ (36,077.33)	\$ 1,082.67
2010 Fringe Benefits (5/1/10 - 12/31/10)	\$ 13,466.78	\$ (13,074.43)	\$ 392.36
Total Fiscal Impact:	\$ 50,626.78	\$ (49,151.76)	\$ 1,475.03

**Brown County
Airport
Budget Status Report
April 2010**

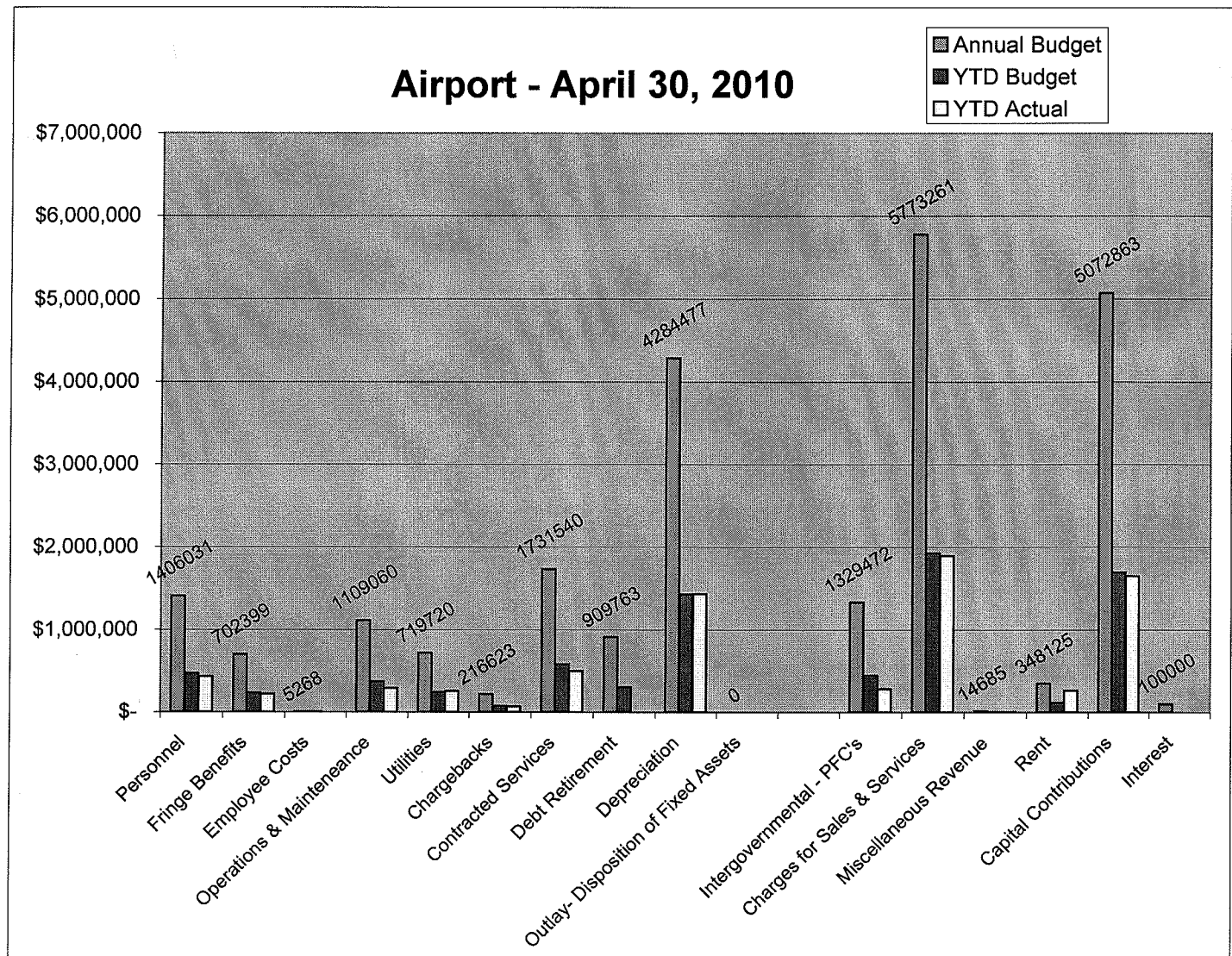
	Annual Budget	YTD Budget	YTD Actual
Personnel	\$1,406,031	\$468,677	\$429,066
Fringe Benefits	\$702,399	\$234,133	\$221,256
Employee Costs	\$5,268	\$1,756	-\$10
Operations & Maintenance	\$1,109,060	\$369,687	\$289,034
Utilities	\$719,720	\$239,907	\$254,633
Chargebacks	\$216,623	\$72,208	\$66,799
Contracted Services	\$1,731,540	\$577,180	\$493,177
Debt Retirement	\$909,763	\$303,254	\$0
Depreciation	\$4,284,477	\$1,428,159	\$1,430,764
Outlay- Disposition of Fixed Assets	\$0	\$0	\$884
Intergovernmental - PFC's	\$1,329,472	\$443,157	\$280,193
Charges for Sales & Services	\$5,773,261	\$1,924,420	\$1,889,964
Miscellaneous Revenue	\$14,685	\$4,895	\$4,783
Rent	\$348,125	\$116,042	\$263,881
Capital Contributions	\$5,072,863	\$1,690,954	\$1,645,727
Interest	\$100,000	\$33,333	\$26,798

HIGHLIGHTS

Through April Airport expenses are generally under budget, except for utilities. This is an annual trend which will even itself out during the course of the year.

On the revenue side, we are tracking pretty close to budget, now that the grant funding for the Snow Removal Equipment building expenditures have been updated by the state. PFC's are still lagging slightly, but should catch up to the budgeted amount as the year moves forward.

Thru Apr	Pax ON	% (+/-)
2010	109,620	-1.1%
2009	110,850	



Brown County

Register of Deeds

Budget Status Report

3/31/2010

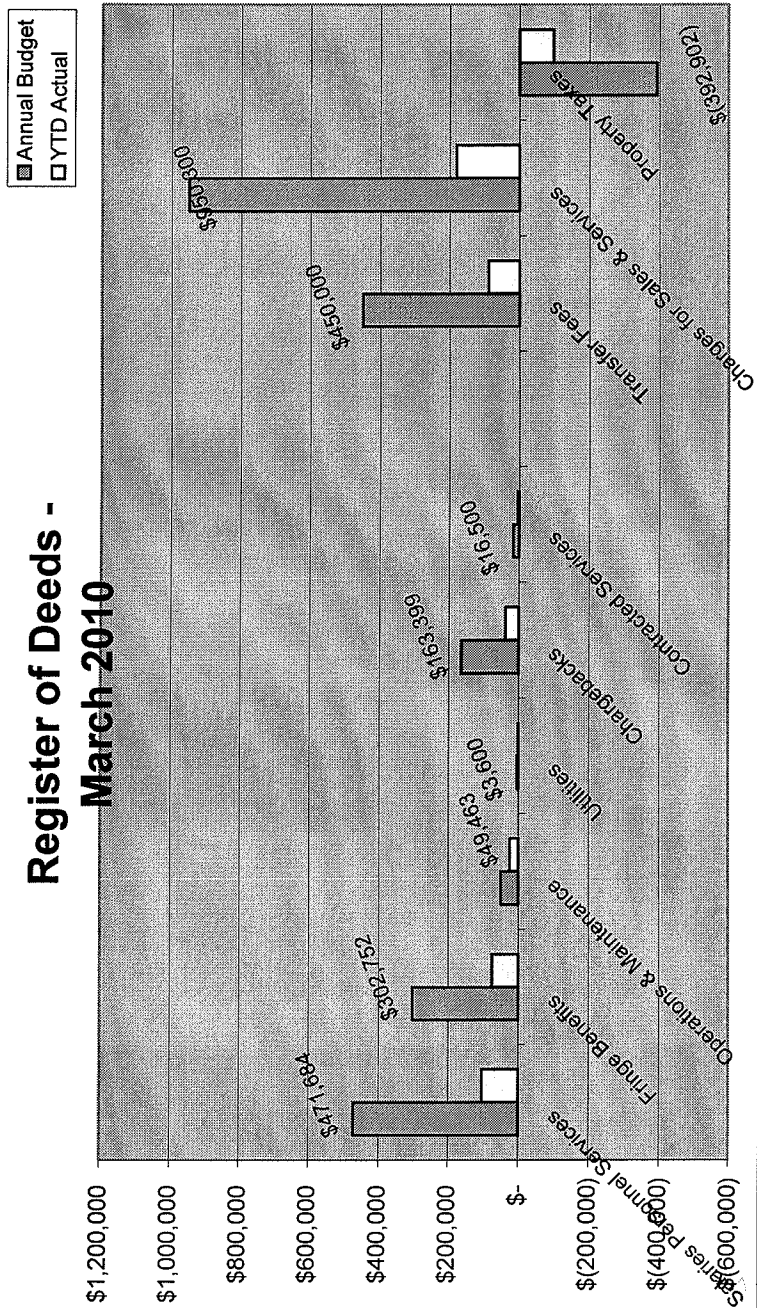
	Annual Budget	YTD Actual
Salaries Personnel Services	\$ 471,684	\$ 102,655
Fringe Benefits	\$ 302,752	\$ 74,084
Operations & Maintenance	\$ 49,463	\$ 23,725
Utilities	\$ 3,600	\$ 636
Chargebacks	\$ 163,399	\$ 37,421
Contracted Services	\$ 16,500	\$ 3,153
Transfer Fees	\$ 450,000	\$ 87,889
Charges for Sales & Services	\$ 950,300	\$ 179,652
Property Taxes	\$ (392,902)	\$ (98,225)

HIGHLIGHTS:

Cost categories are within budget.

Revenue received in excess of costs is returned to the General Fund. The revenue is dependent on the housing market, which has decreased activity since 2006.

**Register of Deeds -
March 2010**



Brown County

Register of Deeds

Budget Status Report

4/30/2010

	Annual Budget	YTD Actual
Salaries Personnel Services	\$ 471,684	\$ 132,219
Fringe Benefits	\$ 302,752	\$ 99,201
Operations & Maintenance	\$ 49,463	\$ 26,211
Utilities	\$ 3,600	\$ 639
Chargebacks	\$ 163,399	\$ 50,853
Contracted Services	\$ 16,500	\$ 4,745
Transfer Fees	\$ 450,000	\$ 122,959
Charges for Sales & Services	\$ 950,300	\$ 240,267
Property Taxes	\$ (392,902)	\$ (130,967)

HIGHLIGHTS:

Cost categories are within budget.

Revenue received in excess of costs is returned to the General Fund. The revenue is dependent on the housing market, which has decreased activity since 2006.

Register of Deeds -

April 2010

■ Annual Budget
□ YTD Actual

